**.PAYROLL SCHEDULE 2024-2025 FISCAL YEAR**

 **PAYROLL DATES PAYROLL DUE TO NORMA PAY DATE**

|  |  |  |
| --- | --- | --- |
| **06/30/24 THRU 07/13/24**  | **07/15/24** | **07/30/24** |
| **07/14/24 THRU 07/27/24** | **07/29/24** | **08/15/24** |
| **07/28/24 THRU 08/10/24** | **08/12/24** | **08/30/24** |
| **08/11/24 THRU 08/24/24** | **08/26/24** | **09/13/24** |
| **08/25/24 THRU 09/07/24** | **09/09/24** | **09/30/24** |
| **09/08/24 THRU 09/21/24** | **09/23/24** | **10/15/24** |
| **09/22/24 THRU 10/05/24** | **10/07/24** | **10/30/24** |
| **10/06/24 THRU 10/19/24** | **10/21/24** | **11/15/24** |
| **10/20/24 THRU 11/02/24** | **11/04/24** | **11/29/24** |
| **11/03/24 THRU 11/16/24** | **11/18/24** | **12/13/24** |
| **11/17/24 THRU 12/07/24** | **12/09/24** | **12/20/24** |
| **12/08/24 THRU 12/21/24** | **01/07/25** | **01/15/25** |
| **01/05/25 THRU 01/18/25** | **01/21/25** | **01/30/25** |
| **01/19/25 THRU 02/01/25** | **02/03/25** | **02/14/25** |
| **02/02/25 THRU 02/15/25** | **02/17/25** | **02/28/25** |
| **02/16/25 THRU 03/01/25** | **03/03/25** | **03/14/25** |
| **03/02/25 THRU 03/15/25** | **03/17/25** | **03/28/25** |
| **03/16/25 THRU 03/29/25** | **03/31/25** | **04/15/25** |
| **03/30/25 THRU 04/12/25** | **04/14/25** | **04/30/25** |
| **04/13/25 THRU 05/03/25** | **05/05/25** | **05/15/25** |
| **05/04/25 THRU 05/17/25** | **05/19/25** | **05/30/25** |
| **05/18/25 THRU 05/31/25** | **06/02/25** | **06/13/25** |
| **06/01/25 THRU 06/14/25** | **06/16/25** | **06/30/25** |
| **06/02/25 THRU 06/27/25**  | **Summer School 06/23/25** | **06/30/25** |

**IT IS VERY IMPORTANT THAT ALL EXTRA HOURS WORKED BE SUBMITTED TO NORMA, AND ALL TIME SHEETS & ABSENTEE SHEETS BE SUBMITTED TO JESSICA NO LATER THAN 4:30 PM ON THE MONDAY FOLLOWING THE LAST PAYROLL DATE OF THE PERIOD. IF PAYROLL IS NOT RECEIVED AS SCHEDULED, THE EMPLOYEE WILL BE PAID ON THE NEXT SCHEDULED PAYDATE!! TIME FOR FISCAL YEAR 24-25 WILL END ON FRIDAY JUNE 27th, ALL OTHER HRS/OTHER PAY TIME SHEETS FOR THE YEAR MUST BE TURNED IN BY JUNE 23RD TO CLOSE THE YEAR.**