

STAFF PAYROLL SCHEDULE (2024-2025)

PAY PERIOD DATES	SUBMISSION DATE HR DOCUMENTS DUE TO HR BY 3:00pm	SUBMISSION DATE TIME CARDS DUE TO MANAGER BY 1:00pm	SUBMISSION DATE TIME CARDS DUE TO PAYROLL BY 9:00am	PAY DATE	HELPFUL INFO
DOCUMENTS/TIME CARDS DUE EARLY					
04/27/24 - 05/10/24	05/12/23	05/10/24	05/13/24	05/17/24	
05/11/24 - 05/24/24	05/10/24	05/24/24	05/27/24	05/31/24	
05/25/24 - 06/07/24	05/24/24	06/07/24	06/10/24	06/14/24	*Memorial Day May 27
06/08/24 - 06/21/24	06/07/24	06/21/24	06/24/24	06/28/24	*Juneteenth June 19
06/22/24 - 07/05/24	06/21/24	07/05/24	07/08/24	07/12/24	*Independence Day July 4
07/06/24 - 07/19/24	07/05/24	07/19/24	07/22/24	07/26/24	
07/20/24 - 08/02/24	07/19/24	08/02/24	08/05/24	08/09/24	
08/03/24 - 08/16/24	08/02/24	08/16/24	08/19/24	08/23/24	
08/17/24 - 08/30/24	08/16/24	08/30/24	09/02/24	09/06/24	
08/31/24 - 09/13/24	08/30/24	09/13/24	09/16/24	09/20/24	*Labor Day September 2
09/14/24 - 09/27/24	09/13/24	09/27/24	09/30/24	10/04/24	
09/28/24 - 10/11/24	09/27/24	10/11/24	10/14/24	10/18/24	
10/12/24 - 10/25/24	10/11/24	11/09/23	10/28/24	11/01/24	
10/26/24 - 11/08/24	10/25/24	11/22/23	11/11/24	11/15/24	
11/09/24 - 11/22/24	11/08/24	11/22/24	11/25/24	11/29/24	*Veterans Day November 11
11/23/24 - 12/06/24	11/22/24	12/06/24	12/06/24	12/13/24	*Thanksgiving November 24-25
12/07/24 - 12/20/24	12/06/24	12/20/24	12/23/24	12/27/24	
12/21/24 - 01/03/25	12/20/24	01/03/25	01/06/25	01/10/25	*Christmas Holiday December 24 & 25 *Winter Break December 26-31 *New Year January 1
01/04/25 - 01/17/25	01/03/25	01/17/25	01/20/25	01/24/25	
01/18/25 - 01/31/25	01/17/25	01/31/25	02/03/25	02/07/25	*Martin Luther King Day January 20
02/01/25 - 02/14/25	01/31/25	02/14/25	02/17/25	02/21/25	
02/15/25 - 02/28/25	02/14/25	02/28/25	03/03/25	03/07/25	
03/01/25 - 03/14/25	02/28/25	03/14/25	03/17/25	03/21/25	
03/15/25 - 03/28/25	03/14/25	03/28/25	03/31/25	04/04/25	
03/29/25 - 04/11/25	03/28/25	04/11/25	04/14/25	04/18/25	
04/12/25 - 04/25/25	04/11/25	04/25/25	04/28/25	05/02/25	
04/26/25 - 05/09/25	04/25/25	05/09/25	05/12/25	05/16/25	
05/10/25 - 05/23/25	05/09/25	05/23/25	05/26/25	05/30/25	
05/24/25 - 06/06/25	05/23/25	06/06/25	06/09/25	06/13/25	*Memorial Day May 26
06/07/25 - 06/20/25	06/06/25	06/20/25	06/23/25	06/27/25	*Juneteenth June 19
06/21/25 - 07/04/25	06/20/25	07/04/25	07/07/25	07/11/25	*Independence Day July 4
07/05/25 - 07/18/25	07/04/25	07/18/25	07/21/25	07/25/25	
07/19/25 - 08/01/25	07/18/25	08/01/25	08/04/25	08/08/25	

OBSERVED HOLIDAYS/BREAKS

Memorial Day - May 27, 2024

Juneteenth - June 19, 2024

Summer Break - July 1-3, 2024

Independence Day - July 4, 2024

Summer Break - July 5, 2024

Labor Day - September 2, 2024

Christmas Holiday - December 24 & 25, 2024

Winter Break - December 26-31, 2024

New Year - January 1, 2025

Martin Luther King Day - January 20, 2025

Memorial Day - May 26, 2025