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**2024-25 School Year**

**Timesheet Dates** **Payroll Dates**

**July 1 – July 12 July 31**

**July 16 – August 9 August 30**

**August 13 – September 13 September 30**

**September 17 – October 11 October 31**

**October 15 – November 8 November 29**

**November 12 – December 6 December 31**

**December 9 – January 10 January 31**

**January 14 – February 7 February 28**

**February 11 – March 14 March 31**

**March 18 – April 11 April 30**

**April 15 – May 9 May 30**

**May 13 – June 30\*\* June 30**

**\*\*June timesheets should be turned in to the Payroll office**

**no later than June 6. Any changes need to be to the payroll office by June 13\*\***

***Please make sure all timesheets have a job description, correct employee number,***

***signature, and approved signature. If timesheets are not completely filled out, they***

***will be returned to the employee, and not paid until filled out correctly.***