

## PAYDAY SCHEDULE: FISCAL YEAR 2024-2025

Pay Period Schedule: ALL Employees are paid 2 weeks in arrears.

LT Subs are paid by Reports provided by the Human Resources Department.

Support Staff Employees are paid by Time Clock Plus Reports provided by their Time Clock Editor.

Support Staff Employees MUST swipe in/out Time Clock Plus to be paid.

**ALL Reports are due to Payroll by 12pm on the Pay Period Due Date.**

Reports may be due in the Funding Department on an earlier schedule; Please check with the Department paying for the hours worked for their submission deadline.

12-Month Employees have Benefit Deductions on Pay Period 2 through Pay Period 27.

School Year Employees have Benefit Deductions on Pay Period 4 through Pay Period 24.

Sick Leave accrues at 40 Hours on your 1st Pay of the Year.

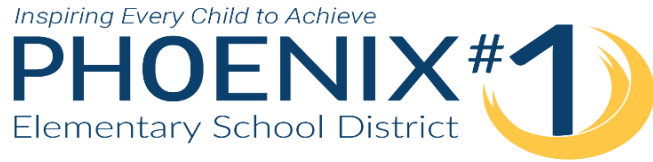
12-Month Employees accrue PTO and Vacation on Pay Period 2 through Pay Period 27.

School Year Employees accrue PTO on Pay Period 4 through Pay Period 25.

### Pay Period Schedule:

Pay Period No.	Pay Period	Due in Payroll	Pay Date	
				<b>*SUBJECT TO CHANGE</b>
1	06/22 - 06/30	7/1	07/09/24	Processed in FY23/24
2	07/01 - 07/05	7/8	07/16/24	*ESSER - 12M Employees (PP2.01)
3	07/06 - 07/19	7/22	07/30/24	
4	07/20 - 08/02	8/5	08/13/24	*New Teacher Orientation Pay
5	08/03 - 08/16	8/19	08/27/24	*ESSER - Returning School Year Employees (PP5.01)
6	08/17 - 08/30	9/3	09/10/24	
7	08/31 - 09/13	9/16	09/24/24	
8	09/14 - 09/27	9/30	10/08/24	
9	09/28 - 10/11	10/14	10/22/24	
10	10/12 - 10/25	10/28	11/05/24	
11	10/26 - 11/08	11/12	11/19/24	
12	11/09 - 11/22	11/25	12/03/24	
13	11/23 - 12/06	12/9	12/17/24	*Certified: 1st Bi-Annual Stipends
14	12/07 - 12/20	12/23	12/31/24	TCP Editors verify Employees are balanced out to Positon Hours
15	12/21 - 01/03	1/6	01/14/25	
16	01/04 - 01/17	1/21	01/28/25	
17	01/18 - 01/31	2/3	02/11/25	
18	02/01 - 02/14	2/18	02/25/25	
19	02/15 - 02/28	3/3	03/11/25	
20	03/01 - 03/14	3/17	03/25/25	
21	03/15 - 03/28	3/31	04/08/25	
22	03/29 - 04/11	4/14	04/22/25	
23	04/12 - 04/25	4/28	05/06/25	
24	04/26 - 05/09	5/12	05/20/25	*Certified: 2nd Bi-Annual Stipends
25	05/10 - 05/23	5/27	06/03/25	
26	05/24 - 06/06	6/9	06/17/25	
27	06/07 - 06/20	6/23	07/01/25	
28	06/21 - 06/30	7/7	07/15/25	

Work Calendar 12M	Work Calendar H	Work Calendar F & P	Work Calendar M & T
12 Month Employee	IEIS, Master Teacher & SPED Mentor	Family Engagement, OT, PT, Psychologist & SLP	Media Clerk, LPN, Associate Teacher, Teacher, Behavior Intervention Specialist, Math Interventionist, Reading Intervention Specialist, Speech & Language Pathologist, Nurse & Social Worker
261 Days Worked (07/01/24 - 06/30/25)	225 Days Worked (07/10/24 - 06/05/25)	215 Days Worked (07/18/24 - 05/30/25)	205 Days Worked (07/25/24 - 05/23/25)
Regular Plan = 26 Pays (Pay Period 2 - 28)	Regular Plan = 24 Pays (Pay Period 3 - 26)	Regular Plan = 24 Pays (Pay Period 3 - 26)	Regular Plan = 22 Pays (Pay Period 4 - 25)
	Balance Plan = 26 Pays (Pay Period 3 - 26)	Balance Plan = 26 Pays (Pay Period 3 - 26)	Balance Plan = 26 Pays (Pay Period 4 - 25)
Actual Days multiplied by Daily Rate	Regular Plan - Pay Period Gross Pay = Annual Contract Amount divided by 24	Regular Plan - Pay Period Gross Pay = Annual Contract Amount (minus 1st Pay) divided by 23	Regular Plan - Pay Period Gross Pay = Annual Contract Amount (minus 1st Pay) divided by 21
	Balance Plan - Pay Period Gross Pay = Annual Contract Amount divided by 26 (Pay Period 26 Gross Pay is the equivalent of 3 Pays)	Balance Plan - Pay Period Gross Pay = Annual Contract Amount (minus 1st Pay) divided by 25 (Pay Period 26 Gross Pay is the equivalent of 3 Pays)	Balance Plan - Pay Period Gross Pay = Annual Contract Amount (minus 1st Pay) divided by 25 (Pay Period 25 Gross Pay is the equivalent of 5 Pays)
<b>Pay Periods:</b>	<b>Pay Periods:</b>	<b>Pay Periods:</b>	<b>Pay Periods:</b>
FY23/24 (5 Day Pay)			
1st Pay (5 Day Pay)			
2nd Pay (10 Day Pay)	1st Pay	1st Pay	
3rd Pay (10 Day Pay)	2nd Pay	2nd Pay	1st Pay
4th Pay (10 Day Pay)	3rd Pay	3rd Pay	2nd Pay
5th Pay (10 Day Pay)	4th Pay	4th Pay	3rd Pay
6th Pay (10 Day Pay)	5th Pay	5th Pay	4th Pay
7th Pay (10 Day Pay)	6th Pay	6th Pay	5th Pay
8th Pay (10 Day Pay)	7th Pay	7th Pay	6th Pay
9th Pay (10 Day Pay)	8th Pay	8th Pay	7th Pay
10th Pay (10 Day Pay)	9th Pay	9th Pay	8th Pay
11th Pay (10 Day Pay)	10th Pay	10th Pay	9th Pay
12th Pay (10 Day Pay)	11th Pay	11th Pay	10th Pay
13th Pay (10 Day Pay)	12th Pay	12th Pay	11th Pay
14th Pay (10 Day Pay)	13th Pay	13th Pay	12th Pay
15th Pay (10 Day Pay)	14th Pay	14th Pay	13th Pay
16th Pay (10 Day Pay)	15th Pay	15th Pay	14th Pay
17th Pay (10 Day Pay)	16th Pay	16th Pay	15th Pay
18th Pay (10 Day Pay)	17th Pay	17th Pay	16th Pay
19th Pay (10 Day Pay)	18th Pay	18th Pay	17th Pay
20th Pay (10 Day Pay)	19th Pay	19th Pay	18th Pay
21st Pay (10 Day Pay)	20th Pay	20th Pay	19th Pay
22nd Pay (10 Day Pay)	21st Pay	21st Pay	20th Pay
23rd Pay (10 Day Pay)	22nd Pay	22nd Pay	21st Pay
24th Pay (10 Day Pay)	23rd Pay	23rd Pay	22nd Pay (Regular) 22nd-26th Pay (Balance Plan)
25th Pay (10 Day Pay)	24th Pay (Regular) 24th-26th Pay (Balance Plan)	24th Pay (Regular) 24th-26th Pay (Balance Plan)	
26th Pay (10 Day Pay)			
27th Pay (6 Day Pay)			



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School Year Employees accrue PTO on Pay Period 4 through Pay Period 25.

### Pay Period Schedule:

Pay Period No.	Pay Period	Due in Payroll	Pay Date		Work Calendar B	Work Calendar C	Work Calendar D
				<b>*SUBJECT TO CHANGE</b>	<b>Bus Driver &amp; CN Worker</b>	<b>Child Nutrition Manager</b>	<b>Instructional Assistant, Personal Care Assistant, SLPA, COTA, Reach Associate, PEER, PEER Lead, Nurse Assistant, Bus Attendant &amp; Crossing Guard</b>
					202 Days Worked (07/30/24 - 05/23/25)	203 Days Worked (07/29/24 - 05/23/25)	201 Days Worked (07/31/24 - 05/23/25)
					Regular Plan = 22 Pays (Pay Period 4 - 25)	Regular Plan = 22 Pays (Pay Period 4 - 25)	Regular Plan = 22 Pays (Pay Period 4 - 25)
					Balance Plan = 26 Pays (Pay Period 4 - 25)	Balance Plan = 26 Pays (Pay Period 4 - 25)	Balance Plan = 26 Pays (Pay Period 4 - 25)
					Regular Plan - Pay Period Gross Pay = Annual Contract Amount (minus 1st Pay) divided by 21	Regular Plan - Pay Period Gross Pay = Annual Contract Amount (minus 1st Pay) divided by 21	Regular Plan - Pay Period Gross Pay = Annual Contract Amount (minus 1st Pay) divided by 21
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7	08/31 - 09/13	9/16	09/24/24		4th Pay	4th Pay	4th Pay
8	09/14 - 09/27	9/30	10/08/24		5th Pay	5th Pay	5th Pay
9	09/28 - 10/11	10/14	10/22/24		6th Pay	6th Pay	6th Pay
10	10/12 - 10/25	10/28	11/05/24		7th Pay	7th Pay	7th Pay
11	10/26 - 11/08	11/12	11/19/24		8th Pay	8th Pay	8th Pay
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17	01/18 - 01/31	2/3	02/11/25		14th Pay	14th Pay	14th Pay
18	02/01 - 02/14	2/18	02/25/25		15th Pay	15th Pay	15th Pay
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