

Pickerington Local School District

2/22/2024

PAY SCHEDULE FOR 24-25 SCHOOL YEAR

PROJECTED PAYDATES AND TIME SHEET DUE DATES

NOTE: Substitute time sheets are due every payroll. Subs are paid twice per month on the same date as regular staff.

<u>PAY DATE</u>	<u>TIMESHEET DUE DATE</u>	<u>TIMESHEET DATES ON PAYCHECK</u>
September 5, 2024	8/21/2024	8/6/24 - 8/20/24
September 20, 2024	9/6/2024	8/21/24 - 9/5/24
October 4, 2024	9/23/2024	9/6/24 - 9/20/24
October 18, 2024	10/7/2024	9/21/24 - 10/4/24
November 5, 2024	10/21/2024	10/5/24 - 10/18/24
November 20, 2024	11/6/2024	10/19/24 - 11/5/24
December 5, 2024	11/21/2024	11/6/24 - 11/20/24
December 20, 2024	12/6/2024	11/21/24 - 12/5/24
January 3, 2025	*12/20/2024	12/6/24 - 12/20/24
January 17, 2025	1/6/2025	12/21/24 - 1/3/25
February 5, 2025	1/21/2025	1/4/25 - 1/17/25
February 20, 2025	2/6/2025	1/18/25 - 2/5/25
March 5, 2025	2/21/2025	2/6/25 - 2/20/25
March 20, 2025	3/6/2025	2/21/25 - 3/5/25
April 4, 2025	3/21/2025	3/6/25 - 3/20/25
April 18, 2025	4/7/2025	3/21/25 - 4/4/25
May 5, 2025	4/21/2025	4/5/25 - 4/18/25
May 20, 2025	5/6/2025	4/19/25 - 5/5/25
June 5, 2025	5/21/2025	5/6/25 - 5/20/25
June 20, 2025	6/6/2025	5/21/25 - 6/5/25
July 3, 2025	6/23/2025	6/6/25 - 6/20/25
July 18, 2025	7/7/2025	6/21/25 - 7/3/25
August 5, 2025	7/21/2025	7/4/25 - 7/18/25
August 20, 2025	8/6/2025	7/19/25 - 8/5/25

Time sheets received in the Treasurer's Office after 3:00 pm on the due date will be held until the next regularly scheduled pay date.

DO NOT SEND TIMESHEETS/AESOP/Frontline Reports through interoffice mail.

*Due to the holiday break, timesheets **MUST** be in the Treasurer's Office no later than 4:00 p.m. on **December 20, 2024**