## MONTHLY PAY SCHEDULE FOR CERTIFIED EMPLOYEES 2024-2025 SCHOOL YEAR

## DATES ARE SUBJECT TO CHANGE WITHOUT NOTICE

Early paydates

| PAY       | SUPPLEMENTAL | SUPPLEMENTAL  | SUPPLEMENTAL  | LEAVE     | CHECK    |                                    |
|-----------|--------------|---------------|---------------|-----------|----------|------------------------------------|
| PERIOD    | DUTY         | DUTY APPROVED | DUTY APPROVED | PROCESSED | MAILING  | PAYDATE ** IS 27TH OF MONTH UNLESS |
|           | THROUGH      | EMPLOYEE      | MANAGER       | THROUGH   | DATE *** | FALLS ON WEEKEND OR<br>HOLIDAY     |
| JULY      | 06/30/24     | 07/08/24      | 07/10/24      | 06/30/24  | 07/25/24 | 07/26/24                           |
| AUGUST    | 07/31/24     | 08/06/24      | 08/14/24      | 07/26/24  | 08/26/24 | 08/27/24                           |
| SEPTEMBER | 08/31/24     | 09/06/24      | 09/13/24      | 08/30/24  | 09/26/24 | 09/27/24                           |
| OCTOBER   | 09/30/24     | 10/07/24      | 10/15/24      | 09/27/24  | 10/24/24 | 10/25/24                           |
| NOVEMBER  | 10/31/24     | 11/06/24      | 11/14/24      | 10/25/24  | 11/21/24 | 11/22/24 *                         |
| DECEMBER  | 11/30/24     | 12/06/24      | 12/13/24      | 11/29/24  | 12/19/24 | 12/20/24 *                         |
| JANUARY   | 12/31/24     | 01/07/25      | 01/14/25      | 12/27/24  | 01/23/25 | 01/24/25 *                         |
| FEBRUARY  | 01/31/25     | 02/06/25      | 02/13/25      | 01/31/25  | 02/26/25 | 02/27/25                           |
| MARCH     | 02/28/25     | 03/05/25      | 03/17/25      | 02/28/25  | 03/26/25 | 03/27/25                           |
| APRIL     | 03/31/25     | 04/07/25      | 04/14/25      | 03/28/25  | 04/24/25 | 04/25/25                           |
| MAY       | 04/30/25     | 05/06/25      | 05/14/25      | 04/25/25  | 05/22/25 | 05/23/25 *                         |
| JUNE      | 05/31/25     | 06/04/25      | 06/11/25      | 05/30/25  | 06/18/25 | 06/19/25 *                         |
| JULY      | 06/30/25     | 07/07/25      | 07/11/25      | 06/30/25  | 07/24/25 | 07/25/25                           |
| AUGUST    | 07/31/25     | 08/05/25      | 08/13/25      | 07/25/25  | 08/26/25 | 08/27/25                           |

<sup>\*</sup> Early paydate (These are early paydates to streamline processing of the payroll)

Revised 04/17/24

<sup>\*\*</sup> Paydates for the monthly payroll is the 27th of each month unless the 27th falls on the weekend or a holiday.

<sup>\*\*\*</sup> Live checks are mailed to Certified Temps and employees on a leave of absence without a valid direct deposit authorization.