



PAYROLL CALENDAR: 2024-2025

	<u>Pay #</u>	<u>Period Begin</u>	<u>① Period End & Timesheets Due</u>	<u>② Last Day for eSuite changes (Taxes, Direct Deposit, etc)</u>	<u>Pay Day</u>	
2023-2024	1	06/09/24	06/25/24	07/01/24	07/08/24	
	2	06/26/24	07/09/24	07/16/24	07/23/24	
	3	07/10/24	07/24/24	08/01/24	08/08/24	
	4	07/25/24	08/09/24	08/16/24	08/23/24	
	5	08/10/24	08/24/24	09/02/24	09/09/24	
	6	08/25/24	09/10/24	09/16/24	09/23/24	*
	7	09/11/24	09/24/24	10/01/24	10/08/24	*
	8	09/25/24	10/09/24	10/16/24	10/23/24	*
	9	10/10/24	10/24/24	11/01/24	11/08/24	*
	10	10/25/24	11/09/24	11/15/24	11/22/24	*
2024-2025	11	11/10/24	11/23/24	12/02/24	12/09/24	*
	12	11/24/24	12/10/24	12/16/24	12/23/24	*
	13	12/11/24	12/24/24	01/01/25	01/08/25	*
	14	12/25/24	01/09/25	01/16/25	01/23/25	*
	15	01/10/25	01/24/25	01/31/25	02/07/25	*
	16	01/25/25	02/08/25	02/14/25	02/21/25	*
	17	02/09/25	02/22/25	02/28/25	03/07/25	*
	18	02/23/25	03/08/25	03/17/25	03/24/25	*
	19	03/09/25	03/25/25	04/01/25	04/08/25	*
	20	03/26/25	04/09/25	04/16/25	04/23/25	*
	21	04/10/25	04/24/25	05/01/25	05/08/25	*
	22	04/25/25	05/09/25	05/16/25	05/23/25	*
	23	05/10/25	05/24/25	06/02/25	06/09/25	*
	24	05/25/25	06/10/25	06/16/25	06/23/25	
	1	06/11/25	06/24/25	07/01/25	07/08/25	
	2	06/25/25	07/09/25	07/16/25	07/23/25	
	3	07/10/25	07/24/25	08/01/25	08/08/25	
	4	07/25/25	08/09/25	08/15/25	08/22/25	

- ① Timesheets must be submitted to your administrator by this date in order to be included in payroll. If your timesheet is late *for any reason* you must complete an InformedK12 [Payroll Check Request](#) and notify both your administrator and payroll. Failure to do so may result in your pay being delayed to the next pay day.
- ② All payroll items including: W4 changes, direct deposit changes, missed timesheets, and check requests must be received by payroll by this date in order to be processed on the upcoming paycheck.
- * Pay days marked will include Health Insurance Deductions. Insurance Year is July to June

Dates after 7/1/24 are tentative and subject to change.