



Leadership • Collaboration • Support

2024-2025 Payroll Dates

| Timesheet Period Worked | Timesheet Due by 5:00 PM | Pay Date | Pay Type(s) |
|--------------------------------|-----------------------------|-------------------|---|
| June 1 - June 30, 2024 | 6/28/2024 | 7/19/2024 | Timesheets from Prior Fiscal Year (June 2024) |
| | | 7/30/2024 | <i>Summer Arrears 2023-24 Payment 11-month and 12A employees (No gross earnings or deductions)</i> |
| | | 7/31/2024 | 12-Month Position Pay 2024-25 |
| July 1-July 31, 2024 | 7/31/2024 | 8/30/2024 | 11- and 12-Month Position Pay, Timesheets from prior month |
| August 1-August 31, 2024 | 8/30/2024 | 9/30/2024 | 11- and 12-Month Position Pay, Timesheets from prior month |
| September 1-September 30, 2024 | 9/30/2024 | 10/31/2024 | 11- and 12-Month Position Pay, Timesheets from prior month |
| October 1-October 31, 2024 | 10/31/2024 | 11/26/2024 | 11- and 12-Month Position Pay, Timesheets from prior month |
| November 1-November 30, 2024 | 11/26/2024 | 12/23/2024 | 11- and 12-Month Position Pay, Timesheets from prior month |
| December 1-December 31, 2024 | 12/23/2024 | 1/31/2025 | 11- and 12-Month Position Pay, Timesheets from prior month |
| January 1-January 31, 2025 | 1/31/2025 | 2/28/2025 | 11- and 12-Month Position Pay, Timesheets from prior month |
| February 1-February 28, 2025 | 2/28/2025 | 3/31/2025 | 11- and 12-Month Position Pay, Timesheets from prior month |
| March 1-March 31, 2025 | 3/31/2025 | 4/30/2025 | 11- and 12-Month Position Pay, Timesheets from prior month |
| April 1-April 30, 2025 | 4/30/2025 | 5/30/2025 | 11- and 12-Month Position Pay, Timesheets from prior month |
| May 1-May 31, 2025 | 5/30/2025 | 6/30/2025 | 11- and 12-Month Position Pay, Timesheets from prior month |
| June 1-June 30, 2025 | 6/30/2025 | 7/18/2025 | June 2025 Timesheets |

Timesheets are due to Human Resources by the date indicated above. Late receipt of timecards could potentially delay payment, this is especially important in November and December when there is a very short timeline for payroll processing.

If you are unsure if you are an 11- or 12-month employee, please contact Payroll or refer to your NOE from Human Resources.

If you have any questions regarding this schedule, please contact Payroll at (707) 399-4421 or (707) 399-4424 or Scoepayroll@solanocoe.net.