

Administrative Pay End Date Schedule

The following schedule is use for data entry by the Administrative office only.

2024– 2025

		Pay	Days Worked		First	
		Date	Begin Date	End Date	Calculation	Confirm
	24	June 28	May 20	June 2	June 13	June 20
1	24	July 15	June 3	June 16	June 27	July 10
2	23	July 31*	June 17	July 7	July 18	July 24
3	22	August 15	July 8	July 21	August 6	August 9
4	21	August 30	July 22	August 4	August 21	August 26
5	20	September 13	August 5	August 18	September 5	September 10
6	19	September 30	August 19	September 1	September 19	September 24
7	18	October 15	September 2	September 15	October 2	October 7
8	17	October 31	September 16	September 29	October 22	October 25
9	16	November 15	September 30	October 13	November 5	November 8
10	15	November 29	October 14	October 27	November 15	November 20
11	14	December 13	October 28	November 10	December 4	December 9
12	13	December 31*	November 11	December 1	December 13	December 18
2025						
13	12	January 15	December 2	December 15	January 8	January 10
14	11	January 31*	December 16	January 5	January 22	January 27
15	10	February 14	January 6	January 19	February 5	February 10
16	9	February 28	January 20	February 2	February 19	February 24
17	8	March 14	February 3	February 16	February 28	March 5
18	7	March 31	February 17	March 2	March 20	March 25
19	6	April 15*	March 3	March 23	April 4	April 10
20	5	April 30	March 24	April 6	April 17	April 24
21	4	May 15	April 7	April 20	May 6	May 9
22	3	May 30	April 21	May 4	May 20	May 23
23	2	June 13	May 5	May 18	June 3	June 9
24	1	June 30	May 19	June 1	June 12	June 18

Calc dates are subject to change

* Indicates a three week payroll