

FY-2025 Payroll Cut-Off Dates

These are the cut-off dates (last date to be included on the following payroll) for FY-2025. This includes all extra time worked (i.e. After-School, Tutoring, Stipends, Summer School etc.) **as well as all leave that needs to be entered into AESOP (for Sub to get paid).**

Pay Sheets and Leave Forms need to be turned into the appropriate supervisor for approval **NO LATER** than 5:00 the following Monday in order for them to get turned into the payroll office by Tuesday.

Cut-Off Date

July 12, 2024
August 16, 2024
September 13, 2024
October 18, 2024
November 8, 2024
December 6, 2024
January 17, 2025
February 7, 2025
March 14, 2025
April 11, 2025
May 16, 2025
June 13, 2025
June 30, 2025**

Pay Date

July 31, 2024
August 30, 2024
September 30, 2024
October 31, 2024
November 29, 2024
December 31, 2024
January 31, 2025
February 28, 2025
March 31, 2025
April 30, 2025
May 30, 2025
June 30, 2025
July 31, 2025

****please note due to the end of the year processing, all time for June 15, 2025 through June 30, 2025 MUST be turned in by July 7, 2025 (July 31, 2025 payroll is processed early).**