

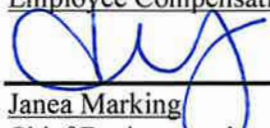


# BULLETIN

**SUBJECT:** Payroll Deadlines 2024-25 **2024-25 NO. BS-38**

**TO:** Principals, Administrators, Office Managers and Administrative Support Staff

**DATE:** **June 20, 2024**

**PREPARED BY:** Sandy Kiser-Stodden, **DEPARTMENT:** Employee Compensation  
Employee Compensation  
Analyst and Gabe  
Estrada, Manager II, **APPROVED:**   
Employee Compensation Janea Marking  
Chief Business and  
Operations Officer

**REVIEWED BY:** Cindy Tao  
Director III,  
Accounting Services

The following are the 2024-2025 dates for paperwork due to Payroll Services for payroll deadlines:

<b>Payroll Pay Dates Mid-Month Month-End</b>	<b>Absence Reports (1<sup>st</sup>- End of Month)</b>	<b>Timesheets for Mid- Month Payroll</b>
July 15, 2024 July 31, 2024	07-8-24	07-25-24
August 15, 2024 August 30, 2024	08-07-24	08-23-24
September 13, 2024 September 30, 2024	09-09-24	09-25-24
October 15, 2024 October 31, 2024	10-07-24	10-25-24
November 15, 2024 * November 25, 2024	11-07-24	11-22-24
December 13, 2024 *December 20, 2024	12-06-24	12-20-24
January 15, 2025 January 22, 2025 January 31, 2025	01-10-25	01-24-25
February 14, 2025 February 28, 2025	02-07-25	02-25-25
March 14, 2025 March 31, 2025	03-07-25	03-25-25
April 15, 2025 April 30, 2025	04-07-25	04-25-25
May 15, 2025 May 30, 2025	05-07-25	05-23-25
June 13, 2025 June 30, 2025	06-06-25	06-25-25

\* *Early end of month pay*

If you have any questions, please contact [payroll@scusd.edu](mailto:payroll@scusd.edu).

For your convenience, below are helpful Payroll URL Links:

- [How to Read Your Paycheck](#)
- [403B and 457 Plan Annuity Information](#)
- [Payroll Assignment List](#)
- [Frequent Payroll Forms](#)
- [MyPortal Information](#)
- [MyPortal FAQ](#)