

**To: FULL TIME CLASSIFIED EMPLOYEES (WHITE AND BLUE COLLAR)**

**From: HUMAN RESOURCES DEPARTMENT**

**Date JULY 1, 2024**

**Re: PAYROLL SCHEDULE FOR JULY 1, 2024 – JUNE 30, 2025**

Below is a schedule of pay dates, work periods and timesheet due dates for **Full time classified employees (White and Blue Collar)**. In order to avoid confusion and delay of payments, this schedule must be adhered to and strictly enforced. Timesheets not received on time will be processed for the following payday. **All employees mentioned above are responsible for their own record keeping. Always retain a copy of each timesheet submitted to Payroll.**

PAYDATES	WORK PERIOD	TIMESHEET TO PAYROLL
7/19/2024	06/23/2024 - 07/06/2024	7/8/2024
8/2/2024	07/07/2024 - 07/20/2024	7/22/2024
8/16/2024	07/21/2024 - 08/03/2024	8/5/2024
8/30/2024	08/04/2024 - 08/17/2024	8/19/2024
9/13/2024	08/18/2024 - 08/31/2024	9/2/2024
9/27/2024	09/01/2024 - 09/14/2024	9/16/2024
10/11/2024	09/15/2024 - 09/28/2024	9/30/2024
10/25/2024	09/29/2024 - 10/12/2024	10/14/2024
11/8/2024	10/13/2024 - 10/26/2024	10/28/2024
11/22/2024	10/27/2024 - 11/09/2024	11/11/2024
12/6/2024	11/10/2024 - 11/23/2024	11/25/2024
12/20/2024	11/24/2024 - 12/07/2024	12/9/2024
1/3/2025	12/08/2024 - 12/21/2024	12/23/2024
1/17/2025	12/22/2024 - 01/04/2025	1/6/2025
1/31/2025	01/05/2025 - 01/18/2025	1/20/2025
2/14/2025	01/19/2025 - 02/01/2025	2/3/2025
2/28/2025	02/02/2025 - 02/15/2025	2/17/2025
3/14/2025	02/16/2025 - 03/01/2025	3/3/2025
3/28/2025	03/02/2025 - 03/15/2025	3/17/2025
4/11/2025	03/16/2025 - 03/29/2025	3/31/2025
4/25/2025	03/30/2025 - 04/12/2025	4/14/2025
5/9/2025	04/13/2025 - 04/26/2025	4/28/2025
5/23/2025	04/27/2025 - 05/10/2025	5/12/2025
6/6/2025	05/11/2025 - 05/24/2025	5/26/2025
6/20/2025	05/25/2025 - 06/07/2025	6/9/2025
7/4/2025	06/08/2025 - 06/21/2025	6/23/2025