



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	<b>7/19/2024</b>	Timesheets from Prior Fiscal Year (June 2024)
		<b>7/30/2024</b>	<i>Summer Arrears 2023-24 Payment 11-month and 12A employees (No gross earnings or deductions)</i>
		<b>7/31/2024</b>	12-Month Position Pay 2024-25
July 1-July 31, 2024	7/31/2024	<b>8/30/2024</b>	11- and 12-Month Position Pay, Timesheets
August 1-August 31, 2024	8/30/2024	<b>9/30/2024</b>	11- and 12-Month Position Pay, Timesheets
September 1-September 30, 2024	9/30/2024	<b>10/31/2024</b>	11- and 12-Month Position Pay, Timesheets
October 1-October 31, 2024	10/31/2024	<b>11/26/2024</b>	11- and 12-Month Position Pay, Timesheets
November 1-November 30, 2024	11/26/2024	<b>12/23/2024</b>	11- and 12-Month Position Pay, Timesheets
December 1-December 31, 2024	<b>12/23/2024</b>	<b>1/31/2025</b>	11- and 12-Month Position Pay, Timesheets
January 1-January 31, 2025	1/31/2025	<b>2/28/2025</b>	11- and 12-Month Position Pay, Timesheets
February 1-February 28, 2025	2/28/2025	<b>3/31/2025</b>	11- and 12-Month Position Pay, Timesheets
March 1-March 31, 2025	3/31/2025	<b>4/30/2025</b>	11- and 12-Month Position Pay, Timesheets
April 1-April 30, 2025	4/30/2025	<b>5/30/2025</b>	11- and 12-Month Position Pay, Timesheets
May 1-May 31, 2025	5/30/2025	<b>6/30/2025</b>	11- and 12-Month Position Pay, Timesheets
June 1-June 30, 2025	6/30/2025	<b>7/18/2025</b>	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 have any questions regarding this schedule, please contact the Payroll Department at (707) 399-4421 or (707) 399-4424 or [Scoepayroll@solanocoe.net](mailto:Scoepayroll@solanocoe.net).