

RIVERSIDE SCHOOL DISTRICT NO.2



PAYROLL SCHEDULE 2024 – 2025 SCHOOL YEAR



<u>Pay Period</u>	<u>Start Date</u>	<u>End Date</u>	<u>Payroll Documents Due by 2:00 PM++</u>	<u>Pay Date</u>
1	7/1/2024	7/11/2024	7/11/2024	7/19/2024
2	7/12/2024	7/25/2024	7/25/2024	8/2/2024
3	7/26/2024	8/8/2024	8/8/2024	8/16/2024
4	8/9/2024	8/22/2024	8/22/2024	8/30/2024
5	8/23/2024	9/5/2024	9/5/2024	9/13/2024
6	9/6/2024	9/19/2024	9/19/2024	9/27/2024
*7	9/20/2024	10/3/2024	10/3/2024	10/11/2024
8	10/4/2024	10/17/2024	10/17/2024	10/25/2024
9	10/18/2024	10/31/2024	10/31/2024	11/8/2024
10	11/1/2024	11/14/2024	11/14/2024	11/22/2024
11	11/15/2024	11/28/2024	11/26/2024	12/6/2024
*12	11/29/2024	12/12/2024	12/12/2024	12/20/2024
*13	12/13/2024	12/26/2024	12/19/2024	1/3/2025
14	12/27/2024	1/9/2025	1/9/2025	1/17/2025
15	1/10/2025	1/23/2025	1/23/2025	1/31/2025
16	1/24/2025	2/6/2025	2/6/2025	2/14/2025
17	2/7/2025	2/20/2025	2/20/2025	2/28/2025
*18	2/21/2025	3/6/2025	3/6/2025	3/14/2025
19	3/7/2025	3/20/2025	3/20/2025	3/28/2025
20	3/21/2025	4/3/2025	4/3/2025	4/11/2025
21	4/4/2025	4/17/2025	4/17/2025	4/25/2025
22	4/18/2025	5/1/2025	5/1/2025	5/9/2025
23	5/2/2025	5/15/2025	5/15/2025	5/23/2025
24	5/16/2025	5/29/2025	5/29/2025	6/6/2025
25	5/30/2025	6/12/2025	6/12/2025	6/20/2025
26	6/13/2025	6/26/2025	6/26/2025	7/4/2025
27	6/27/2025	6/30/2025	6/26/2025	7/4/2025

*** FALL, WINTER & SPRING BREAK – ALL LIVE CHECKS WILL BE MAILED**

++All Payroll related documents are due per due date implicated by 2:00pm for processing. NO EXCEPTIONS! All Late Payroll related documents will be processed on the following pay period.

FINAL PAYCHECK(S): You elected 23 pays (Actual)/23 pays + lump sum, your last check will be issued on pay date in **RED**. For Front office staff, your last check will be issued on pay date in **BLUE**. You elected 26 pays (thru summer) this includes 12-Mo EE, your last check(s) will be issued on pay date in **PURPLE**.

Direct Deposit Paystubs will be emailed to employee with an active District email address. If you do not have a District email address set up, please contact the Technology Department. All LIVE pay checks are available for pick up by Administrator/Admin. Assistant/Department Supervisors at the Payroll office after 10:00 am on payday Fridays. All LIVE paychecks during holidays/breaks will be mailed via U.S Postal services to mailing address on file.