



CLAY COUNTY DISTRICT SCHOOLS  
2024 - 2025 PAYROLL CALENDAR  
PAYROLL PROCESSING CALENDAR

# Checks	Remaining Checks	PAY DATE	Pay Period	BEGIN DATE	END DATE	EMPLOYEE SUBMIT TIMESHEET	ADMINISTRATORS MUST SUBMIT TIMECARDS AND CERTIFICATIONS BY 4:00 PM	PAYROLL MERGE 9:00AM	HR FINAL KEY 3:00PM	BN FINAL KEY 4:00PM	PAYROLL PROCESS	PAYROLL / VENDOR CHECKS
SUMMER/CLOSEOUT		7/10/24	2401122	5/31/23	6/30/24	6/25/24	6/26/24	6/27/24	6/26/24		7/8/24	7/9/24
1	24	7/15/24	2401130	7/1/24	7/6/24	7/3/24	7/8/24	7/9/24	7/8/24		7/10/24	7/11/24
2	23	7/31/24	2401140	7/7/24	7/13/24	7/12/24	7/18/24	7/22/24	7/18/24		7/25/24	7/29/24
SUMMER		7/31/24	2401142	7/1/24	7/13/24	7/12/24	7/18/24				7/25/24	7/29/24
3	22	8/15/24	2401150	7/14/24	7/27/24	7/26/24	7/31/24	8/5/24	7/31/24		8/12/24	8/13/24
SUMMER		8/15/24	2401152	7/14/24	8/2/24	Last Day of Summer Work VPK Submit 7/31/24	7/31/24				8/12/24	8/13/24
4	21	8/30/24	2401160	7/28/24	8/17/24	8/16/24	8/20/24	8/22/24	8/20/24		8/27/24	8/28/24
5	20	9/13/24	2401170	8/18/24	8/31/24	8/30/24	9/4/24	9/5/24	9/4/24	9/6/24	9/10/24	9/11/24
6	19	9/30/24	2401180	9/1/24	9/14/24	9/13/24	9/17/24	9/19/24	9/17/24	9/20/24	9/25/24	9/26/24
7	18	10/15/24	2401190	9/15/24	9/28/24	9/27/24	10/2/24	10/4/24	10/2/24	10/7/24	10/9/24	10/10/24
8	17	10/31/24	2401200	9/29/24	10/19/24	10/18/24	10/21/24	10/23/24	10/21/24	10/24/24	10/28/24	10/29/24
9	16	11/15/24	2401210	10/20/24	11/2/24	11/1/24	11/5/24	11/6/24	11/5/24	11/7/24	11/12/24	11/13/24
10	15	11/29/24	2401220	11/3/24	11/16/24	11/15/24	11/18/24	11/20/24	11/18/24	11/21/24	11/25/24	11/26/24
11	14	12/13/24	2401230	11/17/24	11/30/24	11/22/24	12/3/24	12/5/24	12/3/24	12/6/24	12/10/24	12/11/24
12	13	12/31/24	2401240	12/1/24	12/14/24	12/13/24	12/16/24	12/17/24	12/16/24	12/17/24	12/18/24	12/19/24
13	12	1/15/25	2501010	12/15/24	12/31/24	12/20/24	1/3/25	1/6/25	1/3/25	1/7/25	1/9/25	1/10/25
14	11	1/31/25	2501020	1/1/25	1/18/25	1/17/25	1/21/25	1/23/25	1/21/25	1/24/25	1/28/25	1/31/25
15	10	2/14/25	2501030	1/19/25	2/1/25	1/31/25	2/3/25	2/5/25	2/3/25	2/6/25	2/11/25	2/12/25
16	9	2/28/25	2501040	2/2/25	2/15/25	2/14/25	2/18/25	2/20/25	2/18/25	2/21/25	2/25/25	2/26/25
17	8	3/14/25	2501050	2/16/25	3/1/25	2/28/25	3/3/25	3/5/25	3/3/25	3/6/25	3/11/25	3/12/25
18	7	3/31/25	2501060	3/2/25	3/15/25	3/14/25	3/18/25	3/20/25	3/18/25	3/21/25	3/26/25	3/27/25
19	6	4/15/25	2501070	3/16/25	3/29/25	3/28/25	4/1/25	4/3/25	4/1/25	4/4/25	4/9/25	4/10/25
20	5	4/30/25	2501080	3/30/25	4/19/25	4/18/25	4/21/25	4/23/25	4/21/25	4/23/25	4/25/25	4/28/25
21	4	5/15/25	2501090	4/20/25	5/3/25	5/2/25	5/5/25	5/7/25	5/5/25	5/7/25	5/12/25	5/13/25
22	3	5/30/25	2501100	5/4/25	5/17/25	5/16/25	5/19/25	5/21/25	5/19/25	5/23/25	5/27/25	5/28/25
<b>10 month (3) INST Summer Checks / 10 month FYCA (2) INST Summer checks</b>												
23	2	6/13/25	2501110	5/18/25	5/24/25	5/23/25	5/28/25	6/4/25	5/28/25	6/5/25	6/10/25	6/11/25
24	1	6/30/25	2501120	5/25/25	6/30/25	Last Work Day 12-Month Submit 6/12/25	6/16/25	6/18/25	6/16/25	6/19/25	6/25/25	6/26/25
<b>11 month (2) INST Summer Checks</b>												