



2024-25 TIME CARD & PAYDAY SCHEDULE July 2024 - June 2025

REGULAR TIME AND ATTENDANCE REPORTING

All leaves for regular employees are to be recorded and submitted DAILY in HELIOS.

Payroll #	Pay Period	ATTENDANCE IN HELIOS	Pay Date	DISTRIBUTION
1M	07/01 - 07/31	8/2/24	07/31/24	US MAIL
2M	08/01 - 08/31	9/3/24	08/30/24	US MAIL
3M	09/01 - 09/30	10/3/24	09/30/24	US MAIL
4M	10/01 - 10/31	11/1/24	10/31/24	US MAIL
5M	11/01 - 11/30	12/2/24	11/29/24	US MAIL
6M	12/01 - 12/31	1/3/25	12/31/24	US MAIL
6S	12/01 - 12/31	1/3/25	01/02/25	US MAIL
7M	01/01 - 01/31	2/3/25	01/31/25	US MAIL
8M	02/01 - 02/28	3/3/25	02/28/25	US MAIL
9M	03/01 - 03/31	4/3/25	03/31/25	US MAIL
10M	04/01 - 04/30	5/2/25	04/30/25	US MAIL
11M	05/01 - 05/31	6/3/25	05/30/25	US MAIL
12M	06/01 - 06/30	7/1/25	06/30/25	US MAIL

District pays "even pay" schedule for the pay period, but attendance is one month in arrears.

EXTRA DUTY TIME REPORTING

All extra duty time is to be reported and approved in HELIOS effective 7/1/24.

Payroll #	Extra Duty Pay Period	EXTRA DUTY APPROVED IN HELIOS BY	Extra Duty Pay Date	DISTRIBUTION
2M	07/01 - 07/31	8/2/24	08/30/24	US MAIL
3M	08/01 - 08/31	9/3/24	09/30/24	US MAIL
4M	09/01 - 09/30	10/3/24	10/31/24	US MAIL
5M	10/01 - 10/31	11/1/24	11/29/24	US MAIL
6M	11/01 - 11/30	12/2/24	12/31/24	US MAIL
6S	11/01 - 11/30	12/2/24	01/02/25	US MAIL
7M	12/01 - 12/31	1/3/25	01/31/25	US MAIL
8M	01/01 - 01/31	2/3/25	02/28/25	US MAIL
9M	02/01 - 02/28	3/3/25	03/31/25	US MAIL
10M	03/01 - 03/31	4/3/25	04/30/25	US MAIL
11M	04/01 - 04/30	5/2/25	05/30/25	US MAIL
12M	05/01 - 05/31	6/3/25	06/30/25	US MAIL
12P	06/01 - 06/30	7/1/25	TBD	US MAIL

SUBSTITUTE EMPLOYEES

Includes: Certificated and Classified Substitutes

Fully approved time cards must be received in Fiscal Services by 4:00pm on the due date

If the due date falls on a non-working day: Time Cards are due on the first work day PRECEDING the due date.

PR#	WORK & PAY PERIOD	DUE DATE	PAY DAY	DISTRIBUTION
2A	07/01 - 07/31	08/01/24	08/20/24	US MAIL
3A	08/01 - 08/31	08/30/24	09/20/24	US MAIL
4A	09/01 - 09/30	10/01/24	10/18/24	US MAIL
5A	10/01 - 10/31	11/01/24	11/20/24	US MAIL
6A	11/01 - 11/30	12/02/24	12/20/24	US MAIL
7A	12/01 - 12/31	12/27/24	01/17/25	US MAIL
8A	01/01 - 01/31	01/31/25	02/20/25	US MAIL
9A	02/01 - 02/28	02/28/25	03/20/25	US MAIL
10A	03/01 - 03/31	04/01/25	04/18/25	US MAIL
11A	04/01 - 04/30	05/01/25	05/20/25	US MAIL
12A	05/01 - 05/31	05/30/25	06/20/25	US MAIL
12P	06/01 - 06/30	07/01/25	TBD	US MAIL