Sacramento City Unified School District

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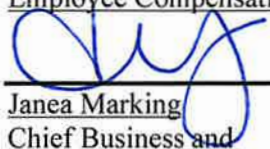
SUBJECT:	<u>Payroll Deadlines 2024-25</u>	**2024-25 NO. BS-38**
TO:	Principals, Administrators, Office Managers and Administrative Support Staff	
DATE:	**June 20, 2024**	

PREPARED BY:	Sandy Kiser-Stodden, Employee Compensation Analyst and Gabe Estrada, Manager II, Employee Compensation	**DEPARTMENT:** **APPROVED:**	Employee Compensation
REVIEWED BY:	Cindy Tao Director III, Accounting Services		Janea Marking Chief Business and Operations Officer

The following are the 2024-2025 dates for paperwork due to Payroll Services for payroll deadlines:

Payroll Pay Dates Mid-Month Month-End	Absence Reports (1st- End of Month)	Timesheets for Mid- Month Payroll
July 15, 2024 July 31, 2024	07-8-24	07-25-24
August 15, 2024 August 30, 2024	08-07-24	08-23-24
September 13, 2024 September 30, 2024	09-09-24	09-25-24
October 15, 2024 October 31, 2024	10-07-24	10-25-24
November 15, 2024 * November 25, 2024	11-07-24	11-22-24
December 13, 2024 *December 20, 2024	12-06-24	12-20-24
January 15, 2025 January 22, 2025 January 31, 2025	01-10-25	01-24-25
February 14, 2025 February 28, 2025	02-07-25	02-25-25
March 14, 2025 March 31, 2025	03-07-25	03-25-25
April 15, 2025 April 30, 2025	04-07-25	04-25-25
May 15, 2025 May 30, 2025	05-07-25	05-23-25
June 13, 2025 June 30, 2025	06-06-25	06-25-25

* Early end of month pay

If you have any questions, please contact payroll@scusd.edu.

For your convenience, below are helpful Payroll URL Links:

- How to Read Your Paycheck
- 403B and 457 Plan Annuity Information
- Payroll Assignment List
- Frequent Payroll Forms
- MyPortal Information
- MyPortal FAQ