**BEAUFORT COUNTY SCHOOLS**

**~ Denotes half day**

**TEA = 21.5 days/month**

## ECHS PAYROLL DUE DATES

### BIV: Built-In-Vacation Day 2024 – 2025

### Req: Requested AL day if leave balances are sufficient

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| --- | --- | --- | --- | --- |
| PAY DATE | **PAY PERIOD**  **ECH**  **(21.5 days)** | **PAY PERIOD** EOM **PRIN & OFF12** | **Timekeeper Time Sheet Dates**  **For Printing** | **Timekeeper**  **DUE DATES** |
| **July 19th**  **2024** | No ECH Reporting | 7/1 – 7/31 | 6/9/24 – 7/6/24 | 7/10 AM Pick up  Posted 7/17 Noon |
| **Aug 20th** | 7/31 – 8/29~  Mandatory 7/31 & 8/1,5,6  Reg WD 8/2 | 8/1 – 8/31 | 7/7/24 – 8/3/24 | 8/7 AM pick up  Posted 8/16 Noon |
| **Sept 20th** | 8/29~ – 9/27 | 9/1 – 9/30 | 8/4/24 – 8/31/24 | 9/4 AM pick up  Posted 9/18 Noon |
| **Oct 18th** | 9/28 – 10/29~  Holiday 9/2  **Satellite Day 9/27** | 10/1 – 10/31 | 9/1/24 – 9/28/24 | 10/2 AM pick up  Posted 10/18 Noon |
| **Nov 20th** | 10/29~ – 11/27  **Satellite Days 10/18 & 11/1** | 11/1 – 11/30 | 9/29/24 – 11/2/24 | 11/6 AM pick up  Posted 11/18 Noon |
| **Dec 20th** | 11/28 – 12/27~  Holiday 11/11,28,29  **BIV: 11/27 AL** | 12/1 – 12/31 | 11/3/24– 11/30/24 | 12/4 AM pick up  Posted 12/18 Noon |
| **Jan 17th**  **2025** | 12/27~ - 1/27  Holiday 12/24,25,26,31 & 1/1  **BIV: 12/23,27,30 & 1/2 AL**  **No Pay Day 1/3** | 1/1 – 1/31 | 12/1/24 – 1/4/25 | 1/8 AM pick up  Posted 1/15 Noon |
| **Feb 20th** | 1/28 – 2/26~  Holiday 1/20  **Satellite Day 1/6** | 2/1 – 2/29 | 1/5/25 – 2/1/25 | 2/5 AM pick up  Posted 2/18 Noon |
| **Mar 20th** | 2/26~ - 3/27  **Satellite Days 2/10, 28** | 3/1 – 3/31 | 2/2/25 – 3/1/25 | 3/5 AM pick up  Posted 3/18 Noon |
| **Apr 18th** | 3/28 – 4/29~  **Satellite Days 3/14, 24** | 4/1 – 4/30 | 3/2/25 – 4/5/25 | 4/9 AM pick up  Posted 4/16 Noon |
| **May 20th** | 4/29~ – 5/28  **Post Abs for 5/4 - 5/28 in LINQ**  **Req WD 4/18**  **BIV: 4/21,22,23,24,25 AL** | 5/1 – 5/31 | 4/6/25 – 5/3/25 | 5/7 AM pick up  Posted 5/16 Noon |
| **Jun 20th** | Ext Pay ECH  Reg WD 5/23,28  Holiday 5/26  **Mandatory 5/27**  \***Post abs for 5/4-28 that was not posted in May.** | 6/1 – 6/30 | 5/4/25 – 6/12/25 | 6/10 AM pick up  Posted 6/17 Noon |
| **Jul 19th** | No ECH Reporting | 7/1 – 7/31 | 6/15/25 – 7/5/25 | 7/9 AM pick up  Posted 7/16 Noon |

**NOTE: Absence/Timesheet reporting period dates for TEA and EOM are different than the actual pay period dates.**