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| 2024 - 2025Central Services Employees **All 12 Month Employees**  **ALL C.S. Timekeeper Employees**: Turn in leave forms as soon as absence is planned or immediately after emergency absence is taken. **Turn these leave forms in to your Timekeeper site manager.**  **Timekeeper Site Managers:** Please have all Timekeeper data ready for the payroll department to pull by the time and date listed below. Please send your signed **green** time sheets to payroll as soon as possible after this due date/time. | | | |
| **Time-Sheet** | **Sun – Sat**  **Time Sheet**  **2024/2025 Dates** | **Pick Up Date** | **Pay**  **Date** |
| July | 6/9/24 – 7/6/24 | 7/10/24 | 7/19/24 |
| Aug | 7/7/24 - 8/3/24 | 8/7/24 | 8/20/24 |
| Sept | 8/4/23 – 8/31/24 | 9/4/24 | 9/20/24 |
| Oct | 9/1/24 – 9/28/24 | 10/2/24 | 10/18/24 |
| Nov | 9/29/24 – 11/2/24 | 11/6/24 | 11/20/24 |
| Dec | 11/3/24 – 11/30/24 | 12/4/24 | 12/20/24 |
| Jan | 12/1/24 – 1/4/25 | 1/8/25 | 1/17/25 |
| Feb | 1/5/25 – 2/1/25 | 2/5/25 | 2/20/25 |
| Mar | 2/2/25 – 3/1/25 | 3/5/25 | 3/20/25 |
| Apr | 3/2/25 – 4/5/25 | 4/9/25 | 4/18/25 |
| May | 4/6/25 – 5/3/25 | 5/7/25 | 5/20/25 |
| June | 5/4/25 – 6/7/25 | 6/10/25 | 6/20/25 |
| July | 6/8/25– 7/5/25 | 7/9/25 | 7/18/25 |