



2025 Paycheck Schedule and Timesheet/Overtime/DSC Cut Off Dates

Check Date	Pay Period/ Entry Dates for DSC	Payroll Cut off Date- Timesheets/ DSC	Approval DSC Cut off 9am	Comments
01/10/2025	12/15 - 12/28	12/28	12/20	*1st pay of New Calendar Year / No employee share of pension until \$6000.00 gross ** approval due by COB
01/24/2025	12/29 - 01/11	01/11	01/13	
02/07/2025	01/12 - 01/25	01/25	01/27	
02/21/2025	01/26 - 02/08	02/08	02/10	
03/07/2025	02/09 - 02/22	02/22	02/24	
03/21/2025	02/23 - 03/08	03/08	03/10	
04/04/2025	03/09 - 03/22	03/22	03/24	
04/17/2025	03/23 - 04/05	04/05	04/07	
05/02/2025	04/06 - 04/19	04/19	04/21	
05/16/2025	04/20 - 05/03	05/03	05/05	
05/30/2025	05/04 - 05/17	05/17	05/19	* 3rd pay no benefit deduction
06/13/2025	05/18 - 05/31	05/31	06/02	
06/27/2025	06/01 - 06/14	06/14	06/16	* All School Year timesheets need to be entered
07/11/2025	06/15 - 06/28	06/28	06/30	*Last pay for 22 pay
07/25/2025	06/29 - 07/12	07/12	07/14	* summer pay -26 pay
08/08/2025	07/13 - 07/26	07/26	07/28	* summer pay -26 pay
08/22/2025	07/27 - 08/09	08/09	08/11	* summer pay -26 pay
09/05/2025	08/10 - 08/23	08/23	08/25	* summer pay -26 pay; All Summer timesheets need to be entered
09/19/2025	08/24 - 09/06	09/06	09/08	First pay of new school year for 26 and 22 pays
10/03/2025	09/07 - 09/20	09/20	09/22	
10/17/2025	09/21 - 10/04	10/04	10/06	
10/31/2025	10/05 - 10/18	10/18	10/20	* 3rd pay no benefit deduction
11/14/2025	10/19 - 11/01	11/01	11/03	
11/26/2025	11/02 - 11/15	11/15	11/17	
12/12/2025	11/16 - 11/29	11/29	12/01	
12/26/2025	11/30 - 12/13	12/13	12/15	Last pay of calendar year-YTD for W-2s
01/09/2026	12/14 - 12/27	12/27	12/29	*1st pay of New Calendar Year / No employee share of pension until \$6000.00 gross/no benefits* Subject to change due to Winter Break

***Cut off dates for holidays/shortened pay may be subject to change**

Please note: Overtime, Timesheets and/or Time entered and/or approved in DSC after the payroll cut off date will be paid in the next available pay cycle.

The Colonial School District shall not discriminate in its employment practices or its educational programs and activities of students on the basis of race, creed, color, religion, national origin, age, sex, sexual orientation, domicile, marital status, disability, genetic information, veteran status, or any legally protected characteristic.

Posted: 12/18/2024