

GLASSBORO PUBLIC SCHOOLS

*** *Business Office* ***

GLASSBORO, NEW JERSEY

2024-2025 School Year Contracted Payroll Schedule

Contracted employee's Salary checks will be issued semi-monthly as per the following dates.

2024			2025		
July	15	30	January	15	30
August	15	29	February	14	28
~~~~~			March	14	28
September	13*	30	April	15	30
October	15	30	May	15	30
November	15	26	June	13	30
December	13	20			

*First pay for 10-month employees

## **2024-2025 School Year Non-Contracted Payroll Schedule**

Non-contracted payroll includes extra compensation, hourly employees, overtime, substitutes, additional instruction, evening school, summer school, and any other board approved services paid via a (gold) payroll voucher.

<b><u>Pay Date</u></b>	<b><u>Date Range</u></b>	<b><u>Vouchers Due to Payroll Office</u></b>
Jul 15, 2024	Jun 16 – Jun 30	July 3, 2024
Jul 30, 2024	Jul 1 – Jul 15	July 18, 2024
Aug 15, 2024	Jul 16 - Jul 31	August 5, 2024
Aug 29, 2024	Aug 1 – Aug 15	August 20, 2024
Sep 13, 2024	Aug 16 – Aug 31	September 4, 2024
Sep 30, 2024	Sep 1 – Sep 15	September 18, 2024
Oct 15, 2024	Sep 16 – Sep 30	October 3, 2024
Oct 30, 2024	Oct 1 – Oct 15	October 18, 2024
Nov 15, 2024	Oct 16 – Oct 31	November 4, 2024
Nov 26, 2024	Nov 1- Nov 15	November 18, 2024
Dec 13, 2024	Nov 15 – Nov 30	December 4, 2024
Dec 20, 2024	Dec 1 – Dec 15	<b>*December 16, 2024*</b>
Jan 15, 2025	Dec 16 – Dec 31	January 7, 2025
Jan 30, 2025	Jan 1 – Jan 15	January 22, 2025
Feb 14, 2025	Jan 16 – Jan 31	February 4, 2025
Feb 28, 2025	Feb 1 – Feb 15	February 19, 2025
Mar 14, 2025	Feb 16 – Feb 28	March 5, 2025
Mar 28, 2025	Mar 1 – Mar 15	March 19, 2025
Apr 15, 2025	Mar 16 – Mar 31	April 4, 2025
Apr 30, 2025	Apr 1 – Apr 15	April 18, 2025
May 15, 2025	Apr 16 – Apr 30	May 5, 2025
May 30, 2025	May 1 – May 15	May 20, 2025
Jun 13, 2025	May 16 – May 31	June 4, 2025
Jun 30, 2025	Jun 1 – Jun 15	June 18, 2025