

ALL TIMECARDS ARE DUE TO PAYROLL NO LATER THAN THE TUESDAY AFTER PAYROLL - THIS INCLUDES APPROVING TIMEPIECE.
EXCEPTIONS CANNOT BE MADE AS THIS EFFECTS PROCESSING

Poughkeepsie CSD 2024-2025 Payroll Schedule

12 Mo Employees		10 Mo Employees		Timecards included		Cards due to
Pay Schedule		Pay Schedule				Bus. Office
Pay#	Date	Pay#	Date	Beginning	Ending	
1	July 5, 2024			6/8/2024	6/21/2024	6/25/2024
2	July 19, 2024			6/22/2024	7/5/2024	7/9/2024
3	August 2, 2024			7/6/2024	7/19/2024	7/23/2024
4	August 16, 2024			7/20/2024	8/2/2024	8/6/2024
* 5	August 30, 2024			8/3/2024	8/16/2024	8/20/2024
6	September 13, 2024	1	September 13, 2024	8/17/2024	8/30/2024	9/3/2024
7	September 27, 2024	2	September 27, 2024	8/31/2024	9/13/2024	9/17/2024
8	October 11, 2024	3	October 11, 2024	9/14/2024	9/27/2024	10/1/2024
9	October 25, 2024	4	October 25, 2024	9/28/2024	10/11/2024	10/15/2024
10	November 8, 2024	5	November 8, 2024	10/12/2024	10/25/2024	10/29/2024
11	November 22, 2024	6	November 22, 2024	10/26/2024	11/8/2024	11/12/2024
12	December 6, 2024	7	December 6, 2024	11/9/2024	11/22/2024	11/26/2024
13	December 20, 2024	8	December 20, 2024	11/23/2024	12/6/2024	12/10/2024
14	January 3, 2025	9	January 3, 2025	12/7/2024	12/20/2024	12/24/2024
15	January 17, 2025	10	January 17, 2025	12/21/2024	1/3/2025	1/7/2025
* 16	January 31, 2025	11	January 31, 2025	1/4/2025	1/17/2025	1/21/2025
17	February 14, 2025	12	February 14, 2025	1/18/2025	1/31/2025	2/4/2025
18	February 28, 2025	13	February 28, 2025	2/1/2025	2/14/2025	2/18/2025
19	March 14, 2025	14	March 14, 2025	2/15/2025	2/28/2025	3/4/2025
20	March 28, 2025	15	March 28, 2025	3/1/2025	3/14/2025	3/18/2025
21	April 11, 2025	16	April 11, 2025	3/15/2025	3/28/2025	4/1/2025
22	April 25, 2025	17	April 25, 2025	3/29/2025	4/11/2025	4/15/2025
23	May 9, 2025	18	May 9, 2025	4/12/2025	4/25/2025	4/29/2025
24	May 23, 2025	19	May 23, 2025	4/26/2025	5/9/2025	5/13/2025
25	June 6, 2025	20	June 6, 2025	5/10/2025	5/23/2025	5/27/2025
	Lump Sum		June 18, 2025			
26	June 20, 2025	21	June 20, 2025	5/24/2025	6/6/2025	6/10/2025

* When there are three payrolls in a month (January, 2025), the last payroll has no TSA or Health deductions

All timecards are due to payroll no later than the Tuesday after payroll.

This includes approving timepiece. Exceptions cannot be made as this affects bank processing.