

Glassboro Public Schools



MEMO

To: Mark Silverstein

From: Michael Sloan

Date: May 22, 2024

Re: 2024-2025 Payroll Schedule

Recommend board approval of the 2024-2025 payroll schedule attached.

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 |
| ~~~~~ | | | | | |
| September | 13* | 30 | March | 14 | 28 |
| October | 15 | 30 | April | 15 | 30 |
| November | 15 | 26 | May | 15 | 30 |
| December | 13 | 20 | June | 13 | 30 |

*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.

| <u>Pay Date</u> | <u>Date Range</u> | <u>Vouchers Due to Payroll Office</u> |
|-----------------|-------------------|---------------------------------------|
| 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 | *December 16, 2024* |
| 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 |