



# 2024 – 2025 Semi-Monthly Payroll Calendar

**Professional, Para Professional, and Auxiliary Personnel** - are paid an annual salary divided into 24 equal payments (*\*new hires will vary*). The Period Begin date and Period End date refers **only** to the supplemental pay such as Extra Duty Pay, Working Events, Bus Driver Trips, and Daily Rate Dock.

**Substitutes** - the Pay Period Begin and Pay Period End date refer to the dates that will be paid on the Pay Dates.

**Direct Deposit** – all direct deposit changes must be made in person

## Payroll Department

Payroll Supervisor – Annette Arreola (830) 778-4026

Payroll Clerk – Lucy Maldonado (830)778-4051 - Payroll Clerk – Martha Castro (830)778-4065

Pay Period Begin Date	Pay Period End Date	<u>Due Dates</u> - for all Substitute Time Cards and Supplemental Time Sheets	Pay Date
<i>*New 2024/2025 - 10 Month Staff – 26 Pay Period Option</i>		August 8, 2024	August 15, 2024
<i>*New 2024/2025 - 10 Month Staff – 25 Pay Period Option</i>		August 22, 2024	August 30, 2024
August 3, 2024	August 16, 2024	August 19, 2024	September 13, 2024
August 17, 2024	August 30, 2024	September 3, 2024	September 27, 2024
August 31, 2024	September 13, 2024	September 16, 2024	October 15, 2024
September 14, 2024	September 27, 2024	September 30, 2024	October 31, 2024
September 28, 2024	October 11, 2024	October 15, 2024	November 15, 2024
October 12, 2024	October 25, 2024	October 28, 2024	November 29, 2024
October 26, 2024	November 8, 2024	November 12, 2024	December 13, 2024
UIL (Elementary) Coach/Dual Credit/Mentor/CTE-SLO Payroll		December 6, 2024	December 20, 2024
November 9, 2024	November 22, 2024	December 02, 2024	December 31, 2024
November 23, 2024	December 6, 2024	December 09, 2024	January 15, 2025
December 7, 2024	December 27, 2024 (3 weeks)	January 6, 2025	January 31, 2025
December 28, 2024	January 10, 2025	January 13, 2025	February 14, 2025
January 11, 2025	January 24, 2025	January 27, 2025	February 28, 2025
January 25, 2025	February 7, 2025	February 10, 2025	March 14, 2025
February 8, 2025	February 21, 2025	February 24, 2025	March 28, 2025
February 22, 2025	March 14, 2025 (3 weeks)	March 24, 2025	April 15, 2025
March 15, 2025	March 28, 2025	March 31, 2025	April 30, 2025
March 29, 2025	April 11, 2025	April 14, 2025	May 15, 2025
April 12, 2025	April 25, 2025	April 28, 2025	May 30, 2025
UIL (Secondary) Coach/Dual Credit/Mentor/CTE-SLO Payroll		May 2, 2025	May 23, 2025
April 26, 2025	May 16, 2025 (3 weeks)	May 19, 2025	June 13, 2025
May 17, 2025	May 30, 2025	June 2, 2025	June 27, 2025
May 31, 2025	June 13, 2025	June 16, 2025	July 15, 2025
June 14, 2025	June 27, 2025	June 30, 2025	July 31, 2025
June 28, 2025	July 11, 2025	July 14, 2025	August 15, 2025
July 12, 2025	August 1, 2025 (3 weeks)	August 4, 2025	August 29, 2025