

NORTHFIELD PUBLIC SCHOOLS

2024-25 PAYROLL CALENDAR

Pay Day	Payroll Period	
July 15, 2024	6/15/24 - 6/28/24	
July 30, 2024	6/29/24 - 7/15/24	
August 15, 2024	7/16/24 - 7/30/24	
August 30, 2024	7/31/24 - 8/15/24	
September 13, 2024	8/16/24 - 8/30/24	
September 30, 2024	8/31/24 - 9/13/24	*
October 15, 2024	9/14/24 - 9/30/24	*
October 30, 2024	10/1/24 - 10/15/24	*
November 15, 2024	10/16/24 - 10/30/24	*
November 29, 2024	10/31/24 - 11/15/24	*
December 13, 2024	11/16/24 - 11/29/24	*
December 30, 2024	11/30/24 - 12/13/24	*
January 15, 2025	12/14/24 - 12/30/24	
January 30, 2025	12/31/24 - 1/15/25	*
February 14, 2025	1/16/25 - 1/30/25	*
February 28, 2025	1/31/25 - 2/14/25	*
March 14, 2025	2/15/25 - 2/28/25	*
March 28, 2025	3/1/25 - 3/14/25	*
April 15, 2025	3/15/25 - 3/28/25	
April 30, 2025	3/29/25 - 4/15/25	*
May 15, 2025	4/16/25 - 4/30/25	*
May 30, 2025	5/1/25 - 5/15/25	*
June 13, 2025	5/16/25 - 5/30/25	*
June 30, 2025	5/31/25 - 6/13/25	

NOTES:

1) ALL PAYROLL DOCUMENTATION MUST BE RECEIVED IN THE DISTRICT OFFICE ON THE AFTERNOON OF THE FOURTH BUSINESS DAY FOLLOWING THE LAST DAY OF THE PAYROLL PERIOD TO GUARANTEE PAYMENT.

2) SUPERVISORS ARE RESPONSIBLE FOR MEETING THIS DEADLINE

3) INCOMPLETE PAYROLL DOCUMENTATION WILL BE RETURNED AT THE DISCRETION OF THE PAYROLL SPECIALIST

4) RED ROVER TIME SHEET SUBMISSIONS AND APPROVALS FOR PRIOR WEEK (SUN-SAT);

DUE FOR EMPLOYEES = EVERY MONDAY (WEEKLY APPROVAL REQUIRED)

DUE FOR SUPERVISORS = EVERY TUESDAY (WEEKLY APPROVAL REQUIRED)

IT IS THE EMPLOYEES RESPONSIBILITY TO SUBMIT THEIR ELECTRONIC TIMESHEET.

UNSUBMITTED TIMESHEETS WILL NOT BE PAID.

* - THESE PAY DAYS WILL HAVE BENEFIT DEDUCTIONS FOR HOURLY STAFF WHO WORK PRIMARILY ON STUDENT CONTACT DAYS