

# 2024/2025 Payroll Schedule

## Putnam Valley Central School District

Time Period Covered for  
All Approved  
Time Sheets and Claim Forms Only\*

<u>Pay#</u>	<u>Pay Date</u>	<u>From</u>	<u>To</u>
1	7/5/2024		
	<a href="#">First Pay for 12 Month Employees (Friday)</a>		
2	7/18/2024	6/22/2024	7/6/2024
3	8/1/2024	7/7/2024	7/20/2024
4	8/15/2024	7/21/2024	8/3/2024
5	8/29/2024	8/4/2024	8/17/2024
6	9/12/2024	8/18/2024	8/31/2024
	<a href="#">First Pay for Teachers, School Calendar &amp; 10 Mo. Empl.</a>		
7	9/26/2024	9/1/2024	9/14/2024
	<a href="#">First Pay for School Monitors</a>		
8	10/10/2024	9/15/2024	9/28/2024
9	10/24/2024	9/29/2024	10/12/2024
10	11/7/2024	10/13/2024	10/26/2024
11	11/21/2024	10/27/2024	11/9/2024
12	12/5/2024	11/10/2024	11/23/2024
13	12/19/2024	11/24/2024	12/7/2024
14	1/2/2025	12/8/2024	12/21/2024
15	1/16/2025	12/22/2024	1/4/2025
16	1/30/2025	1/5/2025	1/18/2025
17	2/13/2025	1/19/2025	2/1/2025
18	2/27/2025	2/2/2025	2/15/2025
19	3/13/2025	2/16/2025	3/1/2025
20	3/27/2025	3/2/2025	3/15/2025
21	4/10/2025	3/16/2025	3/29/2025
22	4/24/2025	3/30/2025	4/12/2025
23	5/8/2025	4/13/2025	4/26/2025
24	5/22/2025	4/27/2025	5/10/2025
25	6/5/2025	5/11/2025	5/24/2025
26	6/18/2025	5/25/2025	6/7/2025
	6/30/2025	6/8/2025	6/21/2025
	<a href="#">Last Pay for School Monitors Only</a>		

Time sheets and Claim forms must be received in the Business Office every Monday for previous week's work.

\*Every effort is made to follow the above claim periods. However, dates may change in extenuating circumstances.

Please note that the time periods listed on the right are NOT for contractual pay.

Health Insurance buy out and misc. claims will be paid June 30, 2025 with a physical check.