

**JACKSON BOARD OF EDUCATION
PAYROLL CUTOFF SCHEDULE (EXTRA PAY)
2024-2025 SCHOOL YEAR**

EXTRA DAYS WORKED START	EXTRA DAYS WORKED ENDED	FINAL APPROVAL TO PAYROLL OFFICE BY:	PAYABLE ON:	EXPLANATION
Saturday, June 1, 2024	Friday, June 21, 2024	Monday, June 24, 2024	Wednesday, July 3, 2024	JULY 1ST PAYROLL 2024-3WEEKS CUTT OFF (TENTATIVE MAY VARY)
Saturday, June 22, 2024	Friday, July 5, 2024	Monday, July 8, 2024	Thursday, July 18, 2024	
Saturday, July 6, 2024	Friday, July 19, 2024	Monday, July 22, 2024	Thursday, August 1, 2024	
Saturday, July 20, 2024	Friday, August 2, 2024	Monday, August 5, 2024	Thursday, August 15, 2024	
Saturday, August 3, 2024	Friday, August 16, 2024	Monday, August 19, 2024	Friday, August 30, 2024	Free ride 12 months Only
Saturday, August 17, 2024	Friday, August 30, 2024	Tuesday, September 3, 2024	Friday, September 13, 2024	
Saturday, August 31, 2024	Friday, September 13, 2024	Monday, September 16, 2024	Friday, September 27, 2024	
Saturday, September 14, 2024	Friday, September 27, 2024	Monday, September 30, 2024	Friday, October 11, 2024	
Saturday, September 28, 2024	Friday, October 11, 2024	Monday, October 14, 2024	Friday, October 25, 2024	
Saturday, October 12, 2024	Friday, October 25, 2024	Monday, October 28, 2024	Wednesday, November 6, 2024	
Saturday, October 26, 2024	Friday, November 8, 2024	Monday, November 11, 2024	Friday, November 22, 2024	
Saturday, November 9, 2024	Friday, November 22, 2024	Monday, November 25, 2024	Friday, December 6, 2024	
Saturday, November 23, 2024	Friday, December 6, 2024	Monday, December 9, 2024	Friday, December 20, 2024	
Saturday, December 7, 2024	Friday, December 13, 2024	Monday, December 16, 2024	Friday, January 3, 2025	1 WEEK CUT OFF
Saturday, December 14, 2024	Friday, January 3, 2025	Monday, January 6, 2025	Friday, January 17, 2025	
Saturday, January 4, 2025	Friday, January 17, 2025	Tuesday, January 21, 2025	Friday, January 31, 2025	Free ride (10 AND 12)
Saturday, January 18, 2025	Friday, January 31, 2025	Monday, February 3, 2025	Thursday, February 13, 2025	
Saturday, February 1, 2025	Friday, February 14, 2025	Tuesday, February 18, 2025	Friday, February 28, 2025	
Saturday, February 15, 2025	Friday, February 28, 2025	Monday, March 3, 2025	Friday, March 14, 2025	
Saturday, March 1, 2025	Friday, March 14, 2025	Monday, March 17, 2025	Friday, March 28, 2025	
Saturday, March 15, 2025	Friday, March 28, 2025	Monday, March 31, 2025	Friday, April 11, 2025	
Saturday, March 29, 2025	Friday, April 4, 2025	Monday, April 7, 2025	Thursday, April 17, 2025	1 WEEK CUT OFF
Saturday, April 5, 2025	Friday, April 25, 2025	Monday, April 28, 2025	Friday, May 9, 2025	3 WEEKS CUT OFF
Saturday, April 26, 2025	Friday, May 9, 2025	Monday, May 12, 2025	Friday, May 23, 2025	
Saturday, May 10, 2025	Friday, May 23, 2025	Tuesday, May 27, 2025	Friday, June 6, 2025	
			Wednesday, June 18, 2025	10 MONTH EMPLOYEE FREE RIDE NO EXTRA PAY (TENTATIVE)
Saturday, May 24, 2025	Friday, June 6, 2025	Monday, June 9, 2025	Thursday, June 19, 2025	LAST PAY 10 AND 12 MONTH EMPLOYEES
Saturday, June 7, 2025	Friday, June 20, 2025	Monday, June 23, 2025	Thursday, July 3, 2025	BELONG TO JULY 1ST PAYROLL 2025 (TENTATIVE MAY VARY)
Missing vouchers or timesheets will be paid on the next payroll, no hand check will provided.				
Vouchers/payroll needing additional approval signatures must be into appropriate offices.				
TRANSPORTATION FOLLOW M-F FOR OT AND DT				
			: "FREE- RIDE" PAY	