

**JACKSON BOARD OF EDUCATION
PAYROLL SCHEDULE
2024 - 2025**

To: **All Employees**
From: Payroll Department
Date: February 2024

Please note the following payroll dates for the 2024 - 2025 school year:

- | | |
|-------------------------------------|-----------------------------------|
| ** Wednesday, July 3, 2024 | Friday, January 3, 2025 |
| ** Thursday, July 18, 2024 | Friday, January 17, 2025 |
| ** Thursday, August 1, 2024 | • Friday, January 31, 2025 |
| ** Thursday, August 15, 2024 | Thursday, February 13, 2025 |
| ** • Friday, August 30, 2024 | Friday, February 28, 2025 |
| Friday, September 13, 2024 | Friday, March 14, 2025 |
| Friday, September 27, 2024 | Friday, March 28, 2025 |
| Friday, October 11, 2024 | Friday, April 11, 2025 |
| Friday, October 25, 2024 | Thursday, April 17, 2025 |
| Wednesday, November 6, 2024 | Friday, May 9, 2025 |
| Friday, November 22, 2024 | Friday, May 23, 2025 |
| Friday, December 6, 2024 | Friday, June 6, 2025 |
| Friday, December 20, 2024 | • Wednesday, June 18, 2025 |
| | • Thursday, June 19, 2025 |

**** July 3rd & 18th and August 1st, 15th & 30th-Summer Payroll Schedule (5 pays) (Regular and Summer Pay Option)**

- **08/30/2024 Free ride: 12 Month Employees.**
- **01/31/2025 Free ride: 10 and 12 month Employees**
- **06/18/2025 Free ride: 10 month (Tentative)**
- **06/19/2025 Last pay for 12 month and last payroll for 10 month**

Remember: "Our gross pay checks don't represent days worked in a pay period; They represent our contracts divided by the number of payrolls in a school year. This is either 26 payroll dates for 12 month employees or 22 payroll dates for 10 month employees".

PLEASE NOTE: EMPLOYEES WHO RECEIVED A REFUND OF THEIR SUMMER PAY OPTION AT ANY TIME PRIOR TO JULY 1ST, WILL HAVE TO COMPLETE A NEW FORM IN ORDER TO RESTART THE DEDUCTION FOR THE NEW SCHOOL YEAR THROUGH THE FRONTLINE SYSTEM.

ALL OTHER EMPLOYEES CURRENTLY ENROLLED IN SUMMER PAY WILL CONTINUE AS USUAL.

If you wish to cancel your Summer Pay Option for the next school year, send a written request to Payroll Department at payroll@jacksonsd.org