

**SOUTHAMPTON UFSD
2024-2025
PAYROLL AND TIMESHEET SCHEDULE**

12 Month Employees (# of B/W checks)	10 Month Employees (# of B/W checks)	Pay Check Date	TIMESHEETS DUE TO PAYROLL BY	Timesheets Period Covered			PAYROLL NOTES
0.5	NO B/W CHECK	7/5/2024	7/1/2024	6/15/2024	Thru	6/28/2024	.5 Check for 11/12 Month Employees
1.5	NO B/W CHECK	7/19/2024	7/8/2024	6/29/2024	Thru	7/5/2024	
2.5	NO B/W CHECK	8/2/2024	7/22/2024	7/6/2024	Thru	7/19/2024	
3.5	NO B/W CHECK	8/16/2024	8/5/2024	7/20/2024	Thru	8/2/2024	
4.5	NO B/W CHECK	8/30/2024	8/19/2024	8/3/2024	Thru	8/16/2024	Third check Limited Deductions Taken
5.5	1	9/13/2024	9/3/2024	8/17/2024	Thru	8/30/2024	First Payroll for 10 Month Salaried Employees
6.5	2	9/27/2024	9/16/2024	8/31/2024	Thru	9/13/2024	
7.5	3	10/11/2024	9/30/2024	9/14/2024	Thru	9/27/2024	
8.5	4	10/25/2024	10/15/2024	9/28/2024	Thru	10/11/2024	
9.5	5	11/8/2024	10/28/2024	10/12/2024	Thru	10/25/2024	
10.5	6	11/22/2024	11/12/2024	10/26/2024	Thru	11/8/2024	
11.5	7	12/6/2024	11/25/2024	11/9/2024	Thru	11/22/2024	
12.5	8	12/20/2024	12/9/2024	11/23/2024	Thru	12/6/2024	
13.5	9	1/3/2025	12/23/2024	12/7/2024	Thru	12/20/2024	DUE TO WINTER RECESS(HOLIDAY)... Only timesheets for substitute/part-time (hourly-timesheet paid) employees will be processed. NO timesheets for OT/extra work will be paid with this payroll.
14.5	10	1/17/2025	1/6/2025	12/21/2024	Thru	1/3/2025	
15.5	11	1/31/2025	1/21/2025	1/4/2025	Thru	1/17/2025	*Third check NO VOLUNTARY DEDUCTIONS TAKEN UNLESS REQUESTED
16.5	12	2/14/2025	2/3/2025	1/18/2025	Thru	1/31/2025	
17.5	13	2/28/2025	2/18/2025	2/1/2025	Thru	2/14/2025	
18.5	14	3/14/2025	3/3/2024	2/15/2025	Thru	2/28/2025	
19.5	15	3/28/2025	3/17/2025	3/1/2025	Thru	3/14/2025	
20.5	16	4/11/2025	3/31/2025	3/15/2025	Thru	3/28/2025	
21.5	17	4/25/2025	4/14/2025	3/29/2025	Thru	4/11/2025	
22.5	18	5/9/2025	4/28/2025	4/12/2025	Thru	4/25/2025	
23.5	19	5/23/2025	5/12/2025	4/26/2025	Thru	5/9/2025	
24.5	20	6/6/2025	5/27/2025	5/10/2025	Thru	5/23/2025	
25.5	20.5	6/20/2025	6/9/2025	5/24/2025	Thru	6/6/2025	.5 Check for 10 Month Employees Full Check for 11/12 Month Employees ^Limited Deductions Taken for all employees
NO B/W CHECK	21(.5) 26(5.5)	6/27/2025	6/16/2025	6/7/2025	Thru	6/13/2025	Final .5 Check for 10 Month Employees/Bubble check ^Limited Deductions Taken
26(.5)	NO B/W CHECK	6/30/2025	6/23/2025	6/14/2025	Thru	6/20/2025	.5 Check for 11/12 Month Employees ^Limited Deductions Taken

FLEXIBLE SPENDING ACCT DEDUCTIONS WILL BE TAKEN FROM 18 CHECKS 10/11/24 - 6/6/25 (ALL FULL DEDUCTIONS)

***1/31/25 Payroll is a 3rd check. Unless you submit a request only the following deductions will be taken (TAXES, RETIREMENT, GARNISHMENTS, FLEX SPENDING AND DISABILITY)**

^These payrolls (6/20,6/27 and 6/30) all voluntary deductions will be taken at 50%.

***Timesheets must be submitted based on the Timesheets Period Covered listed above.**