



**LAKWOOD PUBLIC SCHOOLS
DIRECT EMPLOYEE TIMESHEET DUE DATES FOR 2024-2025 SCHOOL YEAR**

FINANCE		
Jammie Sprank	Ext. 4421	Finance Director
Katie Pomeroy	Ext. 4423	Account Payable
Vicki Nucich	Ext. 4420	Payroll and Benefits

PAY DATES FOR 2024-25	WORK START DATE	WORK END DATE	DUE TO PAYROLL OFFICE	NOTE:	WILLSUB RECONCILED BY END OF DAY
8/30/24	8/5/24	8/18/24	8/16/24	Timesheets received after the due date and time could potentially be delayed until the following payroll. Due to payroll office FRIDAY no later than 4 pm -PD 8/19 NO MAIL RUN	8/16/24
9/13/24	8/19/24	9/1/24	8/29/24	Due to payroll office THURSDAY no later than 4 pm -Holiday Break	8/29/24
9/27/24	9/2/24	9/15/24	9/16/24	Due to payroll office MONDAY no later than <u>1 pm</u>	9/16/24
10/11/24	9/16/24	9/29/24	9/30/24	Due to payroll office MONDAY no later than <u>1 pm</u>	9/30/24
10/25/24	9/30/24	10/13/24	10/14/24	Due to payroll office MONDAY no later than <u>1 pm</u>	10/14/24
11/8/24	10/14/24	10/27/24	10/28/24	Due to payroll office MONDAY no later than <u>1 pm</u>	10/28/24
11/22/24	10/28/24	11/10/24	11/11/24	Due to payroll office MONDAY no later than <u>1 pm</u>	11/11/24
12/6/24	11/11/24	11/24/24	11/22/24	Due to payroll office FRIDAY no later than 4 pm -Holiday Break	11/22/24
12/20/24	11/25/24	12/8/24	12/9/24	Due to payroll office MONDAY no later than <u>1 pm</u>	12/9/24
1/3/25	12/9/24	12/22/24	12/20/24	Due to payroll office FRIDAY no later than 4 pm -Holiday Break	12/20/24
1/17/25	12/23/24	1/5/25	1/6/25	Due to payroll office MONDAY no later than <u>1 pm</u>	1/6/25
1/31/25	1/6/25	1/19/25	1/17/25	Due to payroll office FRIDAY no later than 4 pm -PD 1/20 NO MAIL RUN	1/17/25
2/14/25	1/20/25	2/2/25	2/3/25	Due to payroll office MONDAY no later than <u>1 pm</u>	2/3/25
2/28/25	2/3/25	2/16/25	2/17/25	Due to payroll office MONDAY no later than <u>1 pm</u>	2/17/25
3/14/25	2/17/25	3/2/25	3/3/25	Due to payroll office MONDAY no later than <u>1 pm</u>	3/3/25
3/28/25	3/3/25	3/16/25	3/17/25	Due to payroll office MONDAY no later than <u>1 pm</u>	3/17/25
4/11/25	3/17/25	3/30/25	3/31/25	Due to payroll office MONDAY no later than <u>1 pm</u>	3/31/25
4/25/25	3/31/25	4/13/25	4/14/25	Due to payroll office MONDAY no later than <u>1 pm</u>	4/14/25
5/9/25	4/14/25	4/27/25	4/28/25	Due to payroll office MONDAY no later than <u>1 pm</u>	4/28/25
5/23/25	4/28/25	5/11/25	5/12/25	Due to payroll office MONDAY no later than <u>1 pm</u>	5/12/25
6/6/25	5/12/25	5/25/25	5/23/25	Due to payroll office FRIDAY no later than 4 pm -Holiday Break	5/23/25
6/20/25	5/26/25	6/8/25	6/9/25	Due to payroll office MONDAY no later than <u>1 pm</u>	6/9/25
7/4/25	6/9/25	6/22/25	6/23/25	Due to payroll office MONDAY no later than <u>1 pm (Paid on 7-3-25)</u>	6/23/25
7/18/25	6/23/25	7/6/25	7/7/25	Due to payroll office MONDAY no later than <u>1 pm</u>	7/7/25
8/1/25	7/7/25	7/20/25	7/21/25	Due to payroll office MONDAY no later than <u>1 pm</u>	7/21/25
8/15/25	7/21/25	8/3/25	8/4/25	Due to payroll office MONDAY no later than <u>1 pm</u>	8/4/25