



2024-2025 Semi-Monthly Payroll Dates

Semi-monthly pay dates are on the 10th and 25th of each month. If the 10th or 25th falls on a weekend or holiday, the pay date will fall on the Friday prior.

Las fechas de pago quincenal son los días 10 y 25 de cada mes. Si el día 10 o 25 cae en fin de semana o feriado, la fecha de pago será el viernes anterior.

SEPTEMBER

08/16-08/31 = 9/10 PAYCHECK

09/01-09/15 = 9/25 PAYCHECK

OCTOBER

09/16- 09/30 = 10/10 PAYCHECK

10/01- 10/15 = 10/25 PAYCHECK

NOVEMBER

10/16- 10/31 = 11/08 PAYCHECK

11/01- 11/15 = 11/22 PAYCHECK

DECEMBER

11/16- 11/30 = 12/10 PAYCHECK

12/01- 12/15 = 12/20 PAYCHECK

JANUARY

12/16- 12/31 = 01/10 PAYCHECK

01/01- 01/15 = 01/24 PAYCHECK

FEBRUARY

01/16- 01/31 = 02/10 PAYCHECK

02/01- 02/15 = 02/25 PAYCHECK

MARCH

02/16-02/28 = 03/07 PAYCHECK

03/01-03/15 = 03/25 PAYCHECK

APRIL

03/16-03/31 = 04/10 PAYCHECK

04/01-04/15 = 04/25 PAYCHECK

MAY

04/16-04/30 = 05/09 PAYCHECK

05/01-05/15 = 05/23 PAYCHECK

JUNE

05/16-05/31 = 06/10 PAYCHECK

06/01-06/15 = 06/25 PAYCHECK

JULY

06/16-06/30 = 07/10 PAYCHECK

07/01-07/15 = 07/25 PAYCHECK

AUGUST

07/16-07/31 = 08/08 PAYCHECK

08/01-08/15 = 08/25 PAYCHECK

Supplemental Pay 1st-15th:

Pay sheets must be submitted to payroll by the last day of the month.

Supplemental Pay 16th- 30th/31st:

Pay sheets must be submitted to payroll by the 15th of the following month or last business day prior, if the 15th falls on a weekend or holiday.

Pago suplementario del 1 al 15:

Las hojas de pago deben enviarse al departamento de payroll antes del último día del mes.

Pago suplementario del 16 al 30/31:

Las hojas de pago deben enviarse al departamento de payroll antes del día 15 del mes siguiente o el último día hábil anterior si el día 15 cae en un fin de semana o feriado.

Pay sheets received after the deadline will be processed on the next scheduled pay date.

Las hojas de pago recibidas después de la fecha límite se procesarán en la proxima fecha de pago programada.

For Questions or Concerns please call or email:
Si tiene preguntas o inquietudes, llame o envíe un correo electrónico:

Kristen Sovil

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2024-2025

Monthly Payroll Dates

The monthly pay date is on the 25th of the month, or the Friday before, if the pay date falls on a weekend or a holiday.

La fecha de pago es el día 25 de cada mes. Si el día 25 cae en un fin de semana, se le pagará el viernes anterior.

Supplemental Earnings Schedule	Deadline to be included on Scheduled Pay Date	Scheduled Pay Date
08/01/2024 - 08/31/2024	09/13/2024	09/25/2024
09/01/2024 - 09/30/2024	10/15/2024	10/25/2024
10/01/2024 - 10/31/2024	11/15/2024	11/22/2024
11/01/2024 - 11/30/2024	12/13/2024	12/20/2024
12/01/2024 - 12/31/2024	01/15/2025	01/24/2025
01/01/2025 - 01/31/2025	02/14/2025	02/25/2025
02/01/2025 - 02/28/2025	03/14/2025	03/25/2025
03/01/2025 - 03/31/2025	04/15/2025	04/25/2025
04/01/2025 - 04/30/2025	05/15/2025	05/23/2025
05/01/2025 - 05/31/2025	06/13/2025	06/25/2025
06/01/2025 - 06/30/2025	07/15/2025	07/25/2025
07/01/2025 - 07/31/2025	08/15/2025	08/25/2025

*** Supplemental Pay Sheets must be submitted to Payroll by the 15th of the following month or the last business day prior if the 15th falls on a weekend or holiday.***

Pay sheets submitted after the deadline will be processed on the next scheduled pay date.

*** Las hojas de pago suplementarias deben enviarse al departamento de payroll antes del día 15 del mes siguiente o el último día hábil anterior si el día 15 cae en fin de semana o feriado.***

Las hojas de pago enviadas después de la fecha límite se procesarán en la proxima fecha de pago programada.

For questions or concerns please call or email:
Si tiene preguntas o inquietudes, llame o envíe un correo electrónico:

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