



# Livermore Valley Joint Unified School District

## 2024-2025 Pay Dates & Deadlines

<u>Month</u>	<u>Timesheet Work Period</u>	<u>Pay Date</u>
July 2024	6/11/24 – 6/30/24	7/30/24
July 2024	7/1/24 – 7/10/24	7/31/24
August 2024	7/11/24 – 8/10/24	8/30/24
September 2024	8/11/24 – 9/10/24	9/30/24
October 2024	9/11/24 – 10/10/24	10/31/24
November 2024	10/11/24 – 11/10/24	11/26/24
December 2024	11/11/24 – 12/10/24	12/31/24
January 2025	12/11/24 – 1/10/25	1/31/25
February 2025	1/11/25 – 2/10/25	2/28/25
March 2025	2/11/25 – 3/10/25	3/28/25
April 2025	3/11/25 – 4/10/25	4/30/25
May 2025	4/11/25 – 5/10/25	5/30/25
June 2025	5/11/25 – 6/10/25	6/30/25
July 2025	6/11/25 – 6/30/25	7/30/25

### ***Important Payroll Deadlines & Information***

- If you are paid using a direct deposit, funds may be deposited into your bank account as early as midnight, or as late as 11:59 PM on each scheduled pay day.
- Timesheets for days worked the 11<sup>th</sup> through the 31<sup>st</sup> are due to payroll on the 1<sup>st</sup> of the next month, or the next business day, by 5:00 PM.
- Timesheets for days worked the 1<sup>st</sup> through the 10<sup>th</sup> are due to payroll on the 11<sup>th</sup>, or the next business day, by 5:00 PM.
- Payroll changes such as W-4, DE-4, direct deposit changes, and credit union deductions are due to payroll on the 10<sup>th</sup> of the month.
- All new direct deposit accounts have a one month test run before they begin.
- 403(b)/457(b) Tax Shelter Annuity changes must be sent to Envoy by the end of the month for changes to take effect the following month.
- Per IRS regulations timesheets must be submitted as worked – **employees cannot hold on to timesheet(s) for submittal at a later date.**
- Timesheets must have employee ID number, employee name and signature; site authorized signature and job assignment description.