

**PAYROLL - NON-CERTIFIED & SUBS
2024 - 2025**

<u>PAYDAY</u>	<u>PAY PERIOD</u>	<u>TIME SHEET DUE</u>	
JULY 3	JUNE 15 - JUNE 28	JUNE 28	1ST CHECK FOR 24-25 SPR 11
JULY 18	JUN 29 - JULY 12	JULY 12	
AUG 01	JULY 13 - JULY 26	JULY 26	LAST CHECK FOR 23-24 SPR 9-10
AUG 16	JULY 27 - AUG 09	AUG 09	1ST CHECK FOR 24-25 SPR 9-10
AUG 30	AUG 10 - AUG 23	AUG 23	
SEPT 13	AUG 24 - SEPT 06	SEPT 06	
SEPT 27	SEPT 07 - SEPT 20	SEPT 20	
OCT 11	SEPT 21 - OCT 04	OCT 04	
OCT 25	OCT 05 - OCT 18	OCT 18	
NOV 08	OCT 19 - NOV 01	NOV 01	
NOV 22	NOV 02 - NOV 15	NOV 15	
DEC 06	NOV 16 - NOV 29	NOV 27	
DEC 20	NOV 30 - DEC 13	DEC 13	
JAN 03	DEC 14 - DEC 27	DEC 27	
JAN 17	DEC 28 - JAN 10	JAN 10	
JAN 31	JAN 11 - JAN 24	JAN 24	
FEB 14	JAN 25 - FEB 07	FEB 07	
FEB 28	FEB 08 - FEB 21	FEB 21	
MAR 14	FEB 22 - MAR 07	MAR 07	
MAR 28	MAR 08 - MAR 21	MAR 21	
APR 11	MAR 22 - APR 04	APR 04	
APR 25	APR 05 - APR 18	APR 17	
MAY 09	APR 19 - MAY 02	MAY 02	
MAY 23	MAY 03 - MAY 16	MAY 16	
JUNE 05	MAY 17 - MAY 30	MAY 30	
JUNE 19	MAY 31 - JUNE 13	JUNE 13	LAST CHECK FOR 24-25 SPR 11
JULY 3	JUNE 14 - JUNE 27	JUNE 27	1ST CHECK FOR 25-26 SPR 11
JULY 17	JUNE 28 - JULY 11	JULY 11	
JULY 31	JULY 12 - JULY 25	JULY 25	LAST CHECK FOR 24-25 SPR 9-10

1. Union Dues (AEA) on 17 pay periods - September through May
2. Alton Educational Foundation (AEF) and United Way (UW) on 14 pay periods - November through May
3. ALLSTATE, ALFAC, & American Fidelity begin September 13th and end May 23rd
4. June, July, August - No Deductions for AEA, AEF, UW, ALLSTATE, AFLAC, American Fidelity
5. OTH is opt out of District insurance

PAYROLL - CERTIFIED

2024 - 2025

<u>PAYDAY</u>	<u>PAY PERIOD</u>	<u>TIME SHEET DUE</u>	
JULY 25	JULY 01 - JULY 05	JULY 05	TEACHERS & Admin/IMRF
AUG 23	JULY 06 - AUG 05	AUG 06	TEACHERS & Admin/IMRF
*Sept 3	New Teachers 1/2 month base contract		
SEPT 25	AUG 06 - SEPT 05	SEPT 06	
OCT 25	SEPT 06 - OCT 05	OCT 07	
NOV 25	OCT 06 - NOV 05	NOV 06	
DEC 20	NOV 06 - DEC 05	DEC 06	
JAN 24	DEC 06 - JAN 05	JAN 06	
FEB 25	JAN 06 - FEB 05	FEB 06	
MAR 25	FEB 06 - MAR 05	MAR 06	
APR 25	MAR 06 - APR 05	APR 07	
MAY 23	APR 06 - MAY 05	MAY 06	
JUNE 25	MAY 06 - JUNE 05	JUNE 06	
JUNE 30	JUNE 06 - JUNE 30	JUNE 24	Summer School Teachers/Admin
JULY 24	JULY 01 - JULY 05	JULY 05	
AUG 25	JULY 06 - AUG 05	AUG 06	

1. *New Teachers paid on this date - 1/2 month's base contract (no extra contracts/extra duty and only basic deductions will be withheld)
2. American Fidelity, ALFAC, Allstate, 403B, Credit Union, Insurance - on every check
3. OPT & OTH on every check - OPT is TRS Benefit & OTH is opt out of District insurance
4. Union Dues (AEA) on 9 pay periods - October through June
5. Alton Educational Foundation (AEF) and United Way (UW) on 7 pay periods - November through May

PAYROLL - EXTRA DUTY CERT AND NON-CERT

2024 - 2025

<u>PAYDAY</u>	<u>PAY PERIOD</u>	<u>TIME SHEET DUE</u>
AUG 15	JULY 01 - JULY 31	AUG 01
SEPT 13	AUG 01 - AUG 31	SEP 02
OCT 15	SEPT 01 - SEPT 30	OCT 01
NOV 15	OCT 01 - OCT 31	NOV 01
DEC 13	NOV 01 - NOV 30	DEC 02
JAN 15	DEC 01 - DEC 31	JAN 01
FEB 14	JAN 01 - JAN 31	FEB 03
MAR 14	FEB 01 - FEB 28	MAR 03
APR 15	MAR 01 - MAR 31	APR 01
MAY 15	APR 01 - APR 30	MAY 01
JUNE 12	MAY 01 - MAY 31	JUNE 02
JUNE 30	JUNE 01 - JUNE 30	JUNE 24

Teacher Summer School, FICA Extra Duty, Extra Duty for Teachers & Non-Cert

JULY 15	JUNE 01 - JUNE 30	JUNE 24
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IMRF Extra Duty Contracts

**Extra Duty does not include Cert Subs or Non-Cert Subs. Their hours should be listed on the Sub timesheets.

Summer school for Non-Cert Staff, Non-Cert Subs, and Cert Subs will be on their regular timesheets.