

# HENRY COUNTY BOARD OF EDUCATION

## SCHOLASTIC PAYROLL CALENDAR

**2024-2025**

Month	Pay Dates	Payroll Input Dates	Employee Deadline	Due to Payroll	Pay Day	9 mo Certified # of Days*
1	08/01/2024 - 08/31/2024	07/15/2024 - 08/09/2024	08/09/2024	08/14/2024	08/30/2024	10
2	09/01/2024 - 09/30/2024	08/12/2024 - 09/06/2024	09/06/2024	09/11/2024	09/30/2024	19
3	10/01/2024 - 10/31/2024	09/09/2024 - 10/04/2024	10/04/2024	10/16/2024	10/31/2024	20
4	11/01/2024 - 11/30/2024	10/07/2024 - 11/08/2024	11/08/2024	11/13/2024	11/29/2024	20
5	12/01/2024 - 12/31/2024	11/11/2024 - 12/06/2024	12/06/2024	12/10/2024	12/20/2024	14
6	01/01/2025 - 01/31/2025	12/09/2024 - 01/10/2025	01/10/2025	01/15/2025	01/31/2025	16
7	02/01/2025 - 02/28/2025	01/13/2025 - 02/07/2025	02/07/2025	02/12/2025	02/28/2025	19
8	03/01/2025 - 03/31/2025	02/10/2025 - 03/07/2025	03/07/2025	03/12/2025	03/31/2025	20
9	04/01/2025 - 04/30/2025	03/10/2025 - 04/11/2025	04/11/2025	04/16/2025	04/30/2025	20
10	05/01/2025 - 05/31/2025	04/14/2025 - 05/09/2025	05/09/2025	05/13/2025	05/30/2025	19
11	06/01/2025 - 06/30/2025	05/12/2025 - 06/13/2025	06/13/2025	06/17/2025	06/30/2025	10
12	07/01/2025 - 07/31/2025	06/13/2025 - 07/12/2025	07/12/2025	07/16/2025	07/31/2025	0

187

**187 Teacher Days (1st day 07/29/2024) / 177 Student Days (1st day 08/07/2024)**

\*182 day employees - Follow the Student Day's Calendar, with additional workdays:  
8/01/24, 8/02/24, 8/05/24, 8/06/24, & 1/06/25

\*189 day - Two additional working days beyond 187 day employees

\*202 day - 10 month employees work 10 days prior to 9 month teachers and 5 days after

\*202 day - 10 month Career Tech employees work 10 days prior to 9 month teachers and 5 days after

\*222 day - 11 month employees work 15 days prior to 9 month teachers and 20 days after

\*240 day - 12 month employees

\*The last working day for 9 month employees is 5/23/2025. In addition, 10, 11, and 12 month employees may work more days than indicated in each payroll period; therefore, adjust accordingly to reflect the actual number of days that have been worked.

*The Superintendent and/or your supervisor may adjust your workdays accordingly.*

**PAYROLL IS DUE IN THE CENTRAL OFFICE NOLATER THAN 8:00 A.M. ON THE DUE DATES SCHEDULED ABOVE**