

GALENA PARK ISD

2024 -2025 Payroll Reporting Schedule

Non-Exempt

Due Date	Dates Included in Pay Period			Check Date
08/05/2024	07/21/2024	-	08/03/2024	08/30/2024
08/19/2024	08/04/2024	-	08/17/2024	09/13/2024
09/03/2024	08/18/2024	-	08/31/2024	09/27/2024
09/16/2024	09/01/2024	-	09/14/2024	10/15/2024
09/30/2024	09/15/2024	-	09/28/2024	10/31/2024
10/21/2024	09/29/2024	-	10/19/2024	11/15/2024
11/04/2024	10/20/2024	-	11/02/2024	11/29/2024 *
11/18/2024	11/03/2024	-	11/16/2024	12/13/2024
12/02/2024	11/17/2024	-	11/30/2024	12/31/2024 *
12/16/2024	12/01/2024	-	12/14/2024	01/15/2025
01/07/2025	12/15/2024	-	01/04/2025	01/31/2025
01/20/2025	01/05/2025	-	01/18/2025	02/14/2025 *
02/03/2025	01/19/2025	-	02/01/2025	02/28/2025
02/17/2025	02/02/2025	-	02/15/2025	03/14/2025
03/03/2025	02/16/2025	-	03/01/2025	03/28/2025
03/17/2025	03/02/2025	-	03/15/2025	04/15/2025
03/31/2025	03/16/2025	-	03/29/2025	04/30/2025
04/21/2025	03/30/2025	-	04/19/2025	05/15/2025
05/05/2025	04/20/2025	-	05/03/2025	05/30/2025
05/19/2025	05/04/2025	-	05/17/2025	06/13/2025 *
06/02/2025	05/18/2025	-	05/31/2025	06/27/2025 *
06/23/2025	06/01/2025	-	06/21/2025	07/15/2025 *
07/07/2025	06/22/2025	-	07/05/2025	07/31/2025 *
07/21/2025	07/06/2025		07/19/2025	08/15/2025

*ALL CHECKS WILL BE MAILED FOR THESE PAY PERIODS.

IMPORTANT NOTE:

When checks are mailed, employees may receive their payroll check before the check date. Do not attempt to cash the check before the check date; banks are required to cash your check before the check date. Direct deposits are posted one banking day prior to the check

This schedule is used to process time worked for hourly and substitute employees and for processing attendance, docks, supplemental pay and salary adjustments on all Non-Exempt employees.

THIS DOES NOT APPLY TO BASE PAY FOR ANNUALIZED HOURLY EMPLOYEES.