



EAST RUTHERFORD PUBLIC SCHOOLS

Office of the Board of Education

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2024-2025 SCHOOL YEAR TIMESHEET SUBMISSION SCHEDULE

**EXTRA WORKED HOURS, CUSTODIAN OVERTIME, BUS AIDES
LUNCH AIDES & SUBSTITUTES**

PAY PERIOD	LAST DAY TO SUBMIT VOUCHER TO PAYROLL	PAY DATE
07/01/2024 – 07/15/2024	July 22	07/30/2024
07/16/2024 – 07/31/2024	August 6	08/15/2024
08/01/2024 – 08/15/2024	August 20	08/30/2024
08/16/2024 – 08/31/2024	September 4	09/13/2024
09/01/2024 – 09/15/2024	September 20	09/30/2024
09/16/2024 – 09/30/2024	October 8	10/15/2024
10/01/2024 – 10/15/2024	October 22	10/30/2024
10/16/2024 – 10/31/2024	November 8	11/15/2024
11/01/2024 – 11/15/2024	November 20	11/27/2024
11/16/2024 – 11/30/2024	December 9	12/13/2024
12/01/2024 – 12/15/2024	December 16	12/20/2024
12/16/2024 – 12/31/2024	January 7	01/15/2025
01/01/2025 – 01/15/2025	January 24	01/30/2025
01/16/2025 – 01/31/2025	February 7	02/14/2025
02/01/2025 – 02/15/2025	February 21	02/28/2025
02/16/2025 – 02/28/2025	March 7	03/14/2025
03/01/2025 – 03/15/2025	March 21	03/28/2025
03/16/2025 – 03/31/2025	April 4	04/11/2025
04/01/2025 – 04/15/2025	April 22	04/30/2025
04/16/2025 – 04/30/2025	May 7	05/15/2025
05/01/2025 – 05/15/2025	May 21	05/30/2025
05/16/2025 – 05/31/2025	June 6	06/13/2025
06/01/2025 – 06/15/2025	June 20	06/30/2025
06/16/2025 – 06/30/2025	July 9	07/15/2025

*Please note dates above are subject to revision due to emergency situations or calendar adjustments.