

**PERQUIMANS COUNTY SCHOOLS  
TIMESHEET SCHEDULE  
2024-2025**

	TEN MONTH EMPLOYEES			TWELVE MONTH EMPLOYEES			CHECKS RELEASED
MONTH	ACTUAL PAY PERIOD	CUTOFF DATES FOR LEAVE AND EXTRA TIME— <b>ACTUAL PAY PERIOD FOR SUBS, BUS DRIVERS, SCHOOL NUTRITION (HOURLY EMPLOYEES)</b>	TIME SHEETS DUE TO THE CENTRAL OFFICE	ACTUAL PAY PERIOD	CUTOFF DATES FOR LEAVE AND EXTRA TIME— <b>ACTUAL PAY PERIOD FOR SUBS, BUS DRIVERS, SCHOOL NUTRITION (HOURLY EMPLOYEES)</b>	TIME SHEETS DUE TO THE CENTRAL OFFICE	CHECKS RELEASED FOR ALL EMPLOYEES
July	Extended Employment 7/01 – 7/31	6/08-7/06	7/10	7/1-7/31 (23)	6/09-7/06	7/10	7/25
August	8/12 - 9/09 (21)	7/07-8/03	8/07	8/1-8/31 (22)	7/07-8/03	8/07	8/23
September	9/10 - 10/09 (22)	8/04-9/07	9/11	9/1-9/30 (21)	8/04-9/07	9/11	9/25
October	10/10 -11/07 (21)	9/08-10/05	10/09	10/1-10/31 (23)	9/08-10/05	10/09	10/25
November	11/08- 12/09 (22)	10/06-11/02	11/06	11/1-11/30 (21)	10/06-11/02	11/06	11/25
December	12/10 -1/07 (21)	11/03-11/30	12/04	12/1-12/31 (22)	11/03-11/30	12/04	12/20
January	1/08 - 2/06 (22)	12/01-1/04	1/08	1/1-1/31 (23)	12/01-1/04	1/08	1/24
February	2/07- 3/07 (21)	1/05-2/01	2/05	2/1-2/29 (20)	1/05-2/01	2/05	2/25
March	3/08 - 4/08 (22)	2/02-3/01	3/05	3/1-3/31 (21)	2/02-3/01	3/05	3/25
April	4/09 - 5/07 (21)	3/02-4/05	4/09	4/1-4/30 (22)	3/02-4/05	4/09	4/17
May	5/08 – 06/06 (22)	4/06-5/03	5/07	5/1-5/31 (22)	4/06-5/03	5/07	5/23
June	Extended Employment 6/07 – 6/30	5/04-6/06	6/09	6/1-6/30 (21)	5/04-6/07	6/09	6/25

**HOLIDAYS** are automatically deducted on the designated Holiday dates.

**CHRISTMAS AND SPRING BREAK** - Annual leave is automatically deducted for 10-month employees. Twelve month employees have the option to work, so they will need to put in leave for any days not worked.

**JUNE PAYROLL (MOM)** – Payroll is due 6/09 as noted above. This should include everything through the end of the school year, as well as time sheets for any extended employment that will be worked through 6/30. All time worked in June must be paid in June.