

PAYROLL CALENDAR
2024-2025
ALACHUA COUNTY PUBLIC SCHOOLS

190-Day Long Term Sub
(08/05/24- 06/05/25)

Pay Date	Pay Period	Time Entry Cutoff and Due In Payroll:	Leave Form Beginning Date	Leave Form Ending Date	Number of days to be paid:
08/23/24	2416	08/16/24	08/05/24	08/16/24	10
09/13/24	2417	09/06/24	08/17/24	08/30/24	10
09/30/24	2418	09/23/24	08/31/24	09/13/24	9
10/15/24	2419	10/08/24	09/14/23	09/27/24	10
10/31/24	2420	10/24/24	09/28/24	10/10/24	9
11/15/24	2421	11/07/24	10/11/24	10/25/24	10
11/21/24	2422	11/14/24	10/26/24	11/08/24	10
12/10/24	2423	12/03/24	11/09/24	11/22/24	9
12/19/24	2424	12/12/24	11/23/24	12/11/24	8
01/15/25	2501	01/08/25	12/12/24	01/09/25	9
01/31/25	2502	01/24/25	01/10/25	01/23/25	9
02/13/25	2503	02/06/25	01/24/25	02/06/25	10
02/28/25	2504	02/21/25	02/07/25	02/24/25	10
03/13/25	2505	03/06/25	02/25/25	03/07/25	9
03/28/25	2506	03/14/25	03/08/25	03/28/25	10
04/15/25	2507	04/08/25	03/29/25	04/11/25	10
04/30/25	2508	04/23/25	04/12/25	04/25/25	10
05/15/25	2509	05/08/25	04/26/25	05/09/25	10
05/30/25	2510	05/22/25	05/10/25	05/22/25	9
06/12/25	2511	06/05/25	05/23/25	06/05/25	9
Call or email your payroll specialist if there is unpaid time, or when someone is on extended leave, terminated, etc.					

TEACHER WORKDAYS: 08/05/24, 08/06/24, 08/07/24, 08/08/24, 08/09/24, 10/21/24, 01/17/25, 03/31/25, 06/04/25, 06/05/25.

NOTE: If your LT Sub works an extra period each day, you need to key 9.0 hours a day for that employee.