

2024 – 2025 Pajaro Valley USD Due Dates for Attendance and Timesheets

Date Range 07/01/24-07/15/24 Attendance Due 07/16/24 Timesheets Due 07/22/24
Pay Date for Supplemental Work 08/09/24

Date Range 07/16/24-08/15/24 Attendance Due 08/16/24 Timesheets Due 08/21/24
Pay Date for Supplemental Work 09/10/24

Date Range 08/16/24-09/15/24 Attendance Due 09/16/24 Timesheets Due 09/19/24
Pay Date for Supplemental Work 10/10/24

Date Range 09/16/24-10/15/24 Attendance Due 10/16/24 Timesheets Due 10/22/24
Pay Date for Supplemental Work 11/08/24

Date Range 10/16/24-11/15/24 Attendance Due 11/15/24 Timesheets Due 11/18/24
Pay Date for Supplemental Work 12/10/24

Date Range 11/16/24-12/15/24 Attendance Due 12/16/24 Timesheets Due 12/17/24
Pay Date for Supplemental Work 1/10/25

Date Range 12/16/24-01/15/25 Attendance Due 01/16/25 Timesheets Due 01/22/25
Pay Date for Supplemental Work 02/07/25

Date Range 01/16/25-02/15/25 Attendance Due 02/14/25 Timesheets Due 02/19/25
Pay Date for Supplemental Work 03/10/25

Date Range 02/16/25-03/15/25 Attendance Due 03/14/25 Timesheets Due 03/19/25
Pay Date for Supplemental Work 04/10/25

Date Range 03/16/25-04/15/25 Attendance Due 04/16/25 Timesheets Due 04/21/25
Pay Date for Supplemental Work 05/09/25

Date Range 04/16/25-05/15/25 Attendance Due 04/16/25 Timesheets Due 05/21/25
Pay Date for Supplemental Work 06/10/25

Date Range 05/16/25-06/30/25 Attendance Due 05/16/25 Timesheets Due 06/18/25
Pay Date for Supplemental Work 07/10/25



Pajaro Valley Unified School District

2024-2025

- Holidays
- EWR/TIMESHEET Due Date
- ATTENDANCE/ADDITIONAL PAY Due Date
- Pay Date

ATTENDANCE/ADDITIONAL PAY BATCHES NEED TO BE FINISHED AND VERIFIED BY END OF DAY ON DUE DATE

ALL ADDITIONAL PAY BATCHES MUST BE VERIFIED BY YOUR STAFF ACCOUNTANT

ANY ATTENDANCE THAT IS NOT SUBMITTED BY THE DUE DATE WILL NOT BE REFLECTED UNTIL THE NEXT PAYROLL

July 24						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

DATES: 07/01/24-07/15/24	
Month Total	23
Year to Total	23
Holidays	1
Non-Work Days	9
Service Days	13

August 24						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

DATES: 07/16/24-08/15/24	
Month Total	22
Year to Total	45
Holidays	0
Non-Work Days	11
Service Days	11

September 24						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

DATES: 08/16/24-09/15/24	
Month Total	21
Year to Total	66
Holidays	1
Non-Work Days	9
Service Days	11

October 24						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

DATES: 09/16/24-10/15/24	
Month Total	23
Year to Total	89
Holidays	0
Non-Work Days	10
Service Days	13

November 24						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

DATES: 10/16/24-11/15/24	
Month Total	21
Year to Total	110
Holidays	3
Non-Work Days	9
Service Days	9

December 24						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

DATES: 11/16/24-12/15/24	
Month Total	22
Year to Total	132
Holidays	4
Non-Work Days	10
Service Days	8

January 25						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

DATES: 12/16/24-01/15/25	
Month Total	23
Year to Total	155
Holidays	2
Non-Work Days	6
Service Days	15

February 25						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

DATES: 01/16/25-02/15/25	
Month Total	20
Year to Total	175
Holidays	2
Non-Work Days	5
Service Days	13

March 25						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

DATES: 02/16/25-03/15/25	
Month Total	21
Year to Total	196
Holidays	0
Non-Work Days	5
Service Days	16

April 25						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

DATES: 03/16/25-04/15/25	
Month Total	22
Year to Total	218
Holidays	1
Non-Work Days	5
Service Days	16

May 25						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

DATES: 04/16/25-05/15/25	
Month Total	22
Year to Total	240
Holidays	1
Non-Work Days	6
Service Days	15

June 25						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2			

DATES: 05/16/25-06/30/25	
Month Total	21
Year to Total	261
Holidays	1
Non-Work Days	6
Service Days	14

*Attendance and Timesheets need to be projected through 06/30/2025



2024-2025 DUE DATES ATTENDANCE and TIMESHEET

DATE RANGE	ATTENDANCE DUE	TIMESHEETS DUE	PAY DATE
07/01/24-07/15/24	07/16/24	07/22/24	08/09/24
07/16/24-08/15/24	08/16/24	08/21/24	09/10/24
08/16/24-09/15/24	09/16/24	09/19/24	10/10/24
09/16/24-10/15/24	10/16/24	10/22/24	11/08/24
10/16/24-11/15/24	11/15/24	11/18/24	12/10/24
11/16/24-12/15/24	12/16/24	12/17/24	01/10/25
12/16/24-01/15/25	01/16/25	01/22/25	02/07/25
01/16/25-02/15/25	02/14/25	02/19/25	03/10/25
02/16/25-03/15/25	03/14/25	03/19/25	04/10/25
03/16/25-04/15/25	04/16/25	04/21/25	05/09/25
04/16/25-05/15/25	05/16/25	05/21/25	06/10/25
05/16/25-06/30/25	06/16/25	06/18/25	07/10/25