

Bloom Township High School District 206  
 Payroll Timesheet Schedule  
 All Staff (12 month)  
 2024-2025

Timesheets must be submitted no later than 9 a.m. Submission dates are not subject to change. Failure to submit timesheets by the deadline will result in being paid the following pay date.

Pay Period	Start Date	End Date	Timesheet Due to the Business Office	Pay Date
3.00	7/31/2024	8/15/2024	8/15/2024	8/30/2024
4.00	8/16/2024	8/30/2024	8/30/2024	9/13/2024
5.00	8/31/2024	9/15/2024	9/15/2024	9/27/2024
6.00	9/16/2024	9/30/2024	9/29/2024	10/15/2024
7.00	10/1/2024	10/15/2024	10/13/2024	10/30/2024
8.00	10/16/2024	10/30/2024	10/30/2024	11/15/2024
9.00	10/31/2024	11/15/2024	11/15/2024	11/29/2024
10.00	11/16/2024	11/30/2024	11/30/2024	12/13/2024
11.00	12/1/2024	12/15/2024	12/15/2024	12/30/2024
12.00	12/16/2024	12/30/2024	12/28/2024	1/15/2025
13.00	12/31/2024	1/15/2025	1/12/2025	1/30/2025
14.00	1/16/2025	1/30/2025	1/30/2025	2/14/2025
15.00	1/31/2025	2/15/2025	2/15/2025	2/28/2025
16.00	2/16/2025	2/29/2025	2/29/2025	3/14/2025
17.00	3/1/2025	3/15/2025	3/15/2025	3/28/2025
18.00	3/16/2025	3/30/2025	3/28/2025	4/15/2025
19.00	3/31/2025	4/15/2025	4/15/2025	4/30/2025
20.00	4/16/2025	4/30/2025	4/30/2025	5/15/2025
21.00	5/1/2025	5/15/2025	5/15/2025	5/30/2025
22.00	5/16/2025	5/30/2025	5/30/2025	6/13/2025
23.00	5/31/2025	6/15/2025	6/14/2025	6/27/2025
24.00	6/16/2025	6/30/2025	6/30/2025	7/15/2025

Bloom Township High School District 206  
 Payroll Timecard Schedule  
 Maintenance Only (12 month)  
 2024-2025

Timecards must be submitted no later than 9 a.m. Submission dates are not subject to change. Failure to submit timecards by the deadline will result in being paid the following pay date.

Pay Period	Start Date	End Date	Timecard Due to the Business Office	Pay Date
3.00	7/31/2024	8/15/2024	8/16/2024	8/30/2024
4.00	8/16/2024	8/30/2024	8/31/2024	9/13/2024
5.00	8/31/2024	9/15/2024	9/18/2024	9/27/2024
6.00	9/16/2024	9/30/2024	10/2/2024	10/15/2024
7.00	10/1/2024	10/15/2024	10/16/2024	10/30/2024
8.00	10/16/2024	10/30/2024	10/31/2024	11/15/2024
9.00	10/31/2024	11/15/2024	11/16/2024	11/29/2024
10.00	11/16/2024	11/30/2024	12/1/2024	12/13/2024
11.00	12/1/2024	12/15/2024	12/18/2024	12/30/2024
12.00	12/16/2024	12/30/2024	1/2/2025	1/15/2025
13.00	12/31/2024	1/15/2025	1/16/2025	1/30/2025
14.00	1/16/2025	1/30/2025	1/31/2025	2/14/2025
15.00	1/31/2025	2/15/2025	2/16/2025	2/28/2025
16.00	2/16/2025	2/29/2025	3/1/2025	3/14/2025
17.00	3/1/2025	3/15/2025	3/18/2025	3/28/2025
18.00	3/16/2025	3/30/2025	3/29/2025	4/15/2025
19.00	3/31/2025	4/15/2025	4/16/2025	4/30/2025
20.00	4/16/2025	4/30/2025	5/1/2025	5/15/2025
21.00	5/1/2025	5/15/2025	5/16/2025	5/30/2025
22.00	5/16/2025	5/30/2025	5/31/2025	6/13/2025
23.00	5/31/2025	6/15/2025	6/17/2025	6/27/2025
24.00	6/16/2025	6/30/2025	7/1/2025	7/15/2025

Bloom Township High School District 206  
 Payroll Timesheet Schedule  
 Extra Duty and Supplemental Pay (Certified Staff)  
 2024-2025

Timesheets must be submitted no later than 9 a.m. Submission dates are not subject to change. Failure to submit timesheets by the deadline will result in being paid the following pay date.

Pay Period	Start Date	End Date	*Timesheet Due to the Business Office	Pay Date
4.00	8/16/2024	8/30/2024	8/30/2024	9/13/2024
5.00	8/31/2024	9/15/2024	9/15/2024	9/27/2024
6.00	9/16/2024	9/30/2024	9/29/2024	10/15/2024
7.00	10/1/2024	10/15/2024	10/13/2024	10/30/2024
8.00	10/16/2024	10/30/2024	10/30/2024	11/15/2024
9.00	10/31/2024	11/15/2024	11/15/2024	11/29/2024
10.00	11/16/2024	11/30/2024	11/30/2024	12/13/2024
11.00	12/1/2024	12/15/2024	12/15/2024	12/30/2024
12.00	12/16/2024	12/30/2024	12/28/2024	1/15/2025
13.00	12/31/2024	1/15/2025	1/12/2025	1/30/2025
14.00	1/16/2025	1/30/2025	1/30/2025	2/14/2025
15.00	1/31/2025	2/15/2025	2/15/2025	2/28/2025
16.00	2/16/2025	2/29/2025	2/29/2025	3/14/2025
17.00	3/1/2025	3/15/2025	3/15/2025	3/28/2025
18.00	3/16/2025	3/30/2025	3/28/2025	4/15/2025
19.00	3/31/2025	4/15/2025	4/15/2025	4/30/2025
20.00	4/16/2025	4/30/2025	4/30/2025	5/15/2025
21.00	5/1/2025	5/15/2025	5/15/2025	5/30/2025
22.00	5/16/2025	5/30/2025	5/30/2025	6/13/2025
23.00	5/31/2025	6/15/2025	6/14/2025	6/27/2025
24.00	6/16/2025	6/30/2025	6/28/2025	7/15/2025
25.00	6/28/2025	7/15/2025	7/15/2025	7/30/2025
26.00	7/15/2025	7/30/2025	7/30/2025	8/15/2025
27.00	7/31/2025	8/15/2025	8/15/2025	8/29/2025

\*Please note: Building due dates are 48 hours prior to the date due to the business office shown above. The additional time is needed for verification and approval purposes.

Pay periods 24, 25, and 26 checks will be issued as a live check.  
 The pay period 27 check will be issued with the regular paycheck.