

Cazenovia Central School District
Pay Schedule 2024 - 2025*

Per diem substitutes and hourly substitutes are paid according to the schedule below:

Start	End	Deadline to Submit Timesheets to Payroll	Paid on Pay Date	Pay #
Sunday	- Saturday	Tuesday	Friday	
6/9/2024	- 6/22/2024	6/25/2024	7/5/2024	1
6/23/2024	- 7/6/2024	7/9/2024	7/19/2024	2
7/7/2024	- 7/20/2024	7/23/2024	8/2/2024	3
7/21/2024	- 8/3/2024	8/6/2024	8/16/2024	4
8/4/2024	- 8/17/2024	8/20/2024	8/30/2024	5
8/18/2024	- 8/31/2024	9/3/2024	9/13/2024	6
9/1/2024	- 9/14/2024	9/17/2024	9/27/2024	7
9/15/2024	- 9/28/2024	10/1/2024	10/11/2024	8
9/29/2024	- 10/12/2024	10/15/2024	10/25/2024	9
10/13/2024	- 10/26/2024	10/29/2024	11/8/2024	10
10/27/2024	- 11/9/2024	11/12/2024	11/22/2024	11
11/10/2024	- 11/23/2024	11/26/2024	12/6/2024	12
11/24/2024	- 12/7/2024	12/10/2024	12/20/2024	13
12/8/2024	- 12/21/2024	12/24/2024	1/3/2025	14
12/22/2024	- 1/4/2025	1/7/2025	1/17/2025	15
1/5/2025	- 1/18/2025	1/21/2025	1/31/2025	16
1/19/2025	- 2/1/2025	2/4/2025	2/14/2025	17
2/2/2025	- 2/15/2025	2/18/2025	2/28/2025	18
2/16/2025	- 3/1/2025	3/4/2025	3/14/2025	19
3/2/2025	- 3/15/2025	3/18/2025	3/28/2025	20
3/16/2025	- 3/29/2025	4/1/2025	4/11/2025	21
3/30/2025	- 4/12/2025	4/15/2025	4/25/2025	22
4/13/2025	- 4/26/2025	4/29/2025	5/9/2025	23
4/27/2025	- 5/10/2025	5/13/2025	5/23/2025	24
5/11/2025	- 5/24/2025	5/27/2025	6/6/2025	25
5/25/2024	- 6/7/2025	6/10/2025	6/20/2025	26

*For employees submitting timecards with contract hours, annual salaries are calculated based on projected hours and then evenly distributed over scheduled biweekly pay periods. Timecards do not correspond to biweekly installment of projected salaries. Timecards are utilized to verify projected contract hours have been worked.

Any extra hours or lost time reflected on timecards and submitted by the deadline would correspond to the above processing schedule. *Note there are 26 pays in the 2024/25 school year. Timesheets submitted post-deadline will be paid in the following payroll cycle.*