

HOURLY EMPLOYEES TIME CARD SCHEDULE

The deadline for time cards to be in the Business Office for the **2024-2025** school year is as follows:

| MONTHS COVERED | FIRST DATE ON TIMECARD SUN | LAST DATE ON TIMECARD SAT. | DUE IN BUSINESS OFFICE (MON.) | LENGTH OF PAY PERIOD | PAYDAY | BCC HOLIDAYS |
|----------------|----------------------------|----------------------------|-------------------------------|----------------------|----------------|---|
| JULY | 07/01 (Mon) | 07/13 | 07/15 | 2 WEEKS | AUG. 09, 2024 | Independence Day-7/4/24 |
| JULY/AUG | 07/14 | 08/10 | 08/12 | 4 WEEKS | SEPT. 09, 2024 | |
| AUG/SEPT | 08/11 | 09/07 | 09/09 | 4 WEEKS | OCT. 09, 2024 | Labor Day-9/2/24 |
| SEPT/OCT | 09/08 | 10/12 | 10/14 | 5 WEEKS | NOV. 11, 2024 | |
| OCT/NOV | 10/13 | 11/09 | 11/12 | 4 WEEKS | DEC. 09, 2024 | |
| NOV/DEC | 11/10 | 12/07 | 12/09 | 4 WEEKS | JAN. 09, 2025 | Veteran's Day-11/11/24 Thanksgiving-11/28/24 - 11/29/24 |
| DEC/JAN | 12/08 | 01/11 | 01/13 | 5 WEEKS | FEB. 10, 2025 | Winter Break-12/23/24 - 1/1/25 |
| JAN/FEB | 01/12 | 02/08 | 02/10 | 4 WEEKS | MAR. 10, 2025 | MLK-1/20/25 |
| FEB/MARCH | 02/09 | 03/08 | 03/10 | 4 WEEKS | APRIL 09, 2025 | President's Days- 2/14/25 & 2/17/25 |
| MARCH/APRIL | 03/09 | 04/12 | 04/14 | 5 WEEKS | MAY 09, 2025 | Spring Break-3/14/25 |
| APRIL/MAY | 04/13 | 05/10 | 5/12 | 4 WEEKS | JUNE 09, 2025 | |
| MAY/JUNE | 05/11 | 06/07 | 06/09 | 4 WEEKS | JULY 09, 2025 | Memorial Day-5/26/25 |
| JUNE FINAL | 06/08 | 06/30 (Mon) | 07/01 (Tues) | 3 WEEKS | JULY 15, 2025 | Juneteenth-6/19/25 |

These dates are accurate for **ALL HOURLY EMPLOYEES**. This includes Adjunct (part-time instructors), Substitutes, Temporary, Professional Experts and Student Workers. Certificated part-time Instructors will be paid according to their letter of agreement.

BE SURE YOUR SUPERVISOR SIGNS YOUR TIME CARD.

All time cards not turned in to the Business Office by the cut-off date **MAY NOT** be paid at the regular time on the 9th of the following month. Timecards not submitted on time, cannot be paid on time.