

Springboro Community Schools

Payroll Office 937-748-6013

1685 S. Main Street

Springboro, OH 45066

PAY SCHEDULE SCHOOL YEAR 2024-2025

Substitutes, extra work, overtime, dock, and leave usage only

Time sheets not received by
this date will be paid on the
next pay day

Payday	Payroll Period for subs, overtime, dock, etc.			Notes	Due in CFO's Office Before 3:00 p.m.*
September 5, 2024	July 28, 2024	to	August 10, 2024		August 12, 2024
September 20, 2024	August 11, 2024	to	August 24, 2024		August 26, 2024
October 4, 2024	August 25, 2024	to	September 7, 2024		September 9, 2024
October 18, 2024	September 8, 2024	to	September 21, 2024		September 23, 2024
November 5, 2024	September 22, 2024	to	October 12, 2024	3 weeks for subs/extra pay	October 14, 2024
November 20, 2024	October 13, 2024	to	October 26, 2024		October 28, 2024
December 5, 2024	October 27, 2024	to	November 9, 2024		November 11, 2024
December 20, 2024	November 10, 2024	to	November 23, 2024		December 2, 2024
January 3, 2025	November 24, 2024	to	December 7, 2024		December 9, 2024
January 17, 2025	December 8, 2024	to	December 28, 2024	3 weeks for subs/extra pay	January 6, 2025
February 5, 2025	December 29, 2024	to	January 11, 2025		January 13, 2025
February 20, 2025	January 12, 2025	to	January 25, 2025		January 27, 2025
March 5, 2025	January 26, 2025	to	February 8, 2025		February 10, 2025
March 20, 2025	February 9, 2025	to	March 1, 2025	3 weeks for subs/extra pay	March 3, 2025
April 4, 2025	March 2, 2025	to	March 15, 2025		March 17, 2025
April 18, 2025	March 16, 2025	to	March 29, 2025		March 31, 2025
May 5, 2025	March 30, 2025	to	April 12, 2025		April 14, 2025
May 20, 2025	April 13, 2025	to	April 26, 2025		April 28, 2025
June 5, 2025	April 27, 2025	to	May 10, 2025		May 12, 2025
June 20, 2025	May 11, 2025	to	May 31, 2025	3 weeks for subs/extra pay	June 2, 2025
July 3, 2025	June 1, 2025	to	June 14, 2025		June 16, 2025
July 18, 2025	June 15, 2025	to	June 28, 2025		June 30, 2025
August 5, 2025	June 29, 2025	to	July 12, 2025		July 14, 2025
August 20, 2025	July 13, 2025	to	July 26, 2025		July 28, 2025