

**Cleveland Heights - University Heights City School District
2024-2025 School Year Pay Schedule**

	Pay Date	Overtime & Extra Assignments - 2 Week Lag		Paperwork to Payroll By Monday by 4pm:
		Pay Period Begin	Pay Period End	
	7/12/2024	6/16/2024	6/29/2024	7/1/2024
	7/26/2024	6/30/2024	7/13/2024	7/15/2024
	8/9/2024	7/14/2024	7/27/2024	7/29/2024
1st pay	8/23/2024	7/28/2024	8/10/2024	Note 3
	9/6/2024	8/11/2024	8/24/2024	Note 4
	9/20/2024	8/25/2024	9/7/2024	
	10/4/2024	9/8/2024	9/21/2024	
	10/18/2024	9/22/2024	10/5/2024	
	11/1/2024	10/6/2024	10/19/2024	
3rd Pay	11/15/2024	10/20/2024	11/2/2024	
	11/29/2024	11/3/2024	11/16/2024	
	12/13/2024	11/17/2024	11/30/2024	Note 1 IPA Payment
	12/27/2024	12/1/2024	12/14/2024	
	1/10/2025	12/15/2024	12/28/2024	Note 2 & **
	1/24/2025	12/29/2024	1/11/2025	Note 2
	2/7/2025	1/12/2025	1/25/2025	
	2/21/2025	1/26/2025	2/8/2025	
	3/7/2025	2/9/2025	2/22/2025	
	3/21/2025	2/23/2025	3/8/2025	IPA payment
	4/4/2025	3/9/2025	3/22/2025	
	4/18/2025	3/23/2025	4/5/2025	
	5/2/2025	4/6/2025	4/19/2025	
3rd Pay	5/16/2025	4/20/2025	5/3/2025	IPA Payment
	5/30/2025	5/4/2025	5/17/2025	
	6/13/2025	5/18/2025	5/31/2025	
	6/27/2025	6/1/2025	6/14/2025	Medical Waiver Pmt
	7/11/2025	6/15/2025	6/28/2025	
	7/25/2025	6/29/2025	7/12/2025	Severance/Vacation Pmt
	8/8/2025	7/13/2025	7/26/2025	
	8/22/2025	7/27/2025	8/9/2025	Admin Vacation Pmt
	9/5/2025	8/10/2025	8/23/2025	
	9/19/2025	8/24/2025	9/6/2025	

**** Earlier submission required due to holiday or non-workday.**

Note 1 For OAPSE Hourly Classified Staff/ 795 certified & classified - Includes Comp Day if worked

Note 2 For OAPSE Hourly Classified Holidays included

Note 3 795 certified & classified - Start of 26 pay cycle

Note 4 For 102-795 Hourly - Start of 26 pay cycle

NOTE: Approved timecards or additional assignment sheets are due to payroll by 4:00 pm on the date noted above. Paperwork received late will be processed on the following pay date.

Leave Balances reflected on paychecks include absences recorded in AESOP for pay periods noted above.