



**2024-2025**

**WEST LINN – WILSONVILLE SCHOOL DISTRICT**  
**Payroll Cutoff Calendar**

All contract employees will be paid 12 equal paychecks. For all employees hired after their first contract day, their salary will be prorated and spread over the remaining months in their contract.

All Classified employees complete a weekly timesheet in Time & Attendance. Timesheets are used for calculating additional pay, overtime, leave and unpaid time during the payroll cutoff dates.

Example of Classified Monthly Gross Calculation - Hourly rate of pay, multiplied by working hours per day, multiplied by the number of days in annual contract, equals annual wage. Annual wage divided by 12, equals monthly gross (12 equal paychecks).

- **Additional hours of all contract employees will be paid for time worked during the cutoff periods below, and the corresponding payday.**
- **Casual Hires (subs, athletic event workers, etc.) will be paid for time worked during the cutoff periods below, and the corresponding payday.**
- **All Coaches will be paid according to their Extra Duty Contract.**

<b><u>Cutoff Begin</u></b>	<b><u>Cutoff End</u></b>	<b><u>Paydays</u></b>
06/02/2024	- 07/06/2024	July 25, 2024
07/07/2024	- 08/03/2024	August 23, 2024
08/04/2024	- 09/07/2024	September 25, 2024
09/08/2024	- 10/05/2024	October 25, 2024
10/06/2024	- 11/02/2024	November 25, 2024
11/03/2024	- 12/07/2024	December 23, 2024
12/08/2024	- 01/04/2025	January 24, 2025
01/05/2025	- 02/01/2025	February 25, 2025
02/02/2025	- 03/01/2025	March 25, 2025
03/02/2025	- 04/05/2025	April 25, 2025
04/06/2025	- 05/03/2025	May 23, 2025
05/04/2025	- 06/07/2025	June 25, 2025