

# PAYROLL SCHEDULE

Fiscal Year 2024-2025



2024																				
JULY 2024							AUGUST 2024							SEPTEMBER 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6					1	2	3	1	2	3	4	5	6	7
7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14
14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21
21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28
28	29	30	31				25	26	27	28	29	30	31	29	30					

  

OCTOBER 2024							NOVEMBER 2024							DECEMBER 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5						1	2	1	2	3	4	5	6	7
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
27	28	29	30	31			24	25	26	27*	28	29	30	29	30	31				

2025																				
JANUARY 2025							FEBRUARY 2025							MARCH 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4							1							1
5	6	7	8	9	10	11	2	3	4	5	6	7	8	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28		23	24	25	26	27	28	29
														30	31					

  

APRIL 2025							MAY 2025							JUNE 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5					1	2	3	1	2	3	4	5	6	7
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
27	28	29	30				25	26	27	28	29	30*	31	29	30					

GUIDE
Month
Weekday
Payday
End of pay period
Start of pay period
Federal holiday

SPECIAL NOTES
<b>Metro's two workweek pay period</b> starts on a Monday (dark yellow) and ends on a Sunday (light yellow). Paydays (green) are typically on Fridays unless that day is a holiday.
<b>Paychecks are mailed</b> out the day before paydays to the home address on file for all employees. <b>Paychecks provided through direct deposit</b> are electronically deposited on paydays. Please check with your financial institution for availability.
<b>First paychecks for new employees are mailed the day before paydays.</b> Please note that this means a delay in receiving first paychecks due to mailing time. New employees may request to have their first paycheck held at the MRC Building to pick up if requested from payroll at least three days prior to payday.
<b>*In months where three paydays occur,</b> standard deductions, like those for health insurance premiums, are only made for the first two paychecks those months. Voluntary deductions, like contributions to 401K or 457 plans are made every paycheck.
<b>Federal holidays are listed on this calendar.</b> Please check with <a href="#">Metro</a> or your <a href="#">union contract</a> to verify paid holidays or holiday premiums.

FY 24-25 FEDERAL HOLIDAYS	
July 4, 2024	Independence Day
September 2, 2024	Labor Day
November 11, 2024	Veterans Day
November 23, 2024	Thanksgiving
December 25, 2024	Christmas
January 1, 2025	New Year's Day
January 20, 2025	MLK Jr. Day
February 17, 2025	Presidents' Day
May 26, 2025	Memorial Day
June 19, 2025	Juneteenth