

School District of Holmen

Appendix - HOURLY

(Nutrition Services; Custodial, Mechanics, Maintenance & Technology; Educational Assistants;
Office Professionals; Drivers; Substitutes; Event Workers; and Coaches)

2024-2025 Pay Date Calendar

Please Contact Payroll at (608) 526-1317 with any questions.

Calendar Year Employee Notes	Calendar Year Pay Number	Pay Period Start Date	Pay Period End Date	<u>PAY DATE</u>	School Year Pay Number	School Year Employee Notes
	Pay 1	06/09/24	06/22/24	07/05/24		
	Pay 2	06/23/24	07/06/24	07/19/24		
	Pay 3	07/07/24	07/20/24	08/02/24		
	Pay 4	07/21/24	08/03/24	08/16/24		
3rd Payroll	Pay 5	08/04/24	08/17/24	08/30/24		
	Pay 6	08/18/24	08/31/24	09/13/24	Pay 1	
	Pay 7	09/01/24	09/14/24	09/27/24	Pay 2	
	Pay 8	09/15/24	09/28/24	10/11/24	Pay 3	
	Pay 9	09/29/24	10/12/24	10/25/24	Pay 4	
	Pay 10	10/13/24	10/26/24	11/08/24	Pay 5	
	Pay 11	10/27/24	11/09/24	11/22/24	Pay 6	
	Pay 12	11/10/24	11/23/24	12/06/24	Pay 7	
	Pay 13	11/24/24	12/07/24	12/20/24	Pay 8	
	Pay 14	12/08/24	12/21/24	01/03/25	Pay 9	
	Pay 15	12/22/24	01/04/25	01/17/25	Pay 10	
3rd Payroll	Pay 16	01/05/25	01/18/25	01/31/25	Pay 11	
	Pay 17	01/19/25	02/01/25	02/14/25	Pay 12	
	Pay 18	02/02/25	02/15/25	02/28/25	Pay 13	
	Pay 19	02/16/25	03/01/25	03/14/25	Pay 14	
	Pay 20	03/02/25	03/15/25	03/28/25	Pay 15	
	Pay 21	03/16/25	03/29/25	04/11/25	Pay 16	
	Pay 22	03/30/25	04/12/25	04/25/25	Pay 17	**
	Pay 23	04/13/25	04/26/25	05/09/25	Pay 18	**
	Pay 24	04/27/25	05/10/25	05/23/25	Pay 19	**
	Pay 25	05/11/25	05/24/25	06/06/25	Pay 20	**
	Pay 26	05/25/25	06/07/25	06/20/25	Pay 21*	Final SY Pay Date

As of July 1, 2023, Year Round employees shall **NOT** have **ANY** deductions on the third payroll deposit in a month.

Alternate Benefit Plan [ABP] is paid on each regularly scheduled pay date in the contract year.
(See Employee Handbook for details)

Flexible Spending Accounts are calculated by deducting the elected amount by 20 pay dates for School Year employees and 24 pay dates for Calendar Year employees during the period of election.

School Year Deduction Notes
<p>School Year employees have insurance deductions on the first (20) payroll dates in a School Year. To cover the months of July and August, there will be a five (5) times deductions for all Kansas City Life (KCL) plans on the 06/6/25 check.</p> <p>**For those enrolled in any Allstate plans a double deduction will be taken on the last 4 regular payrolls.</p> <p>* The final payroll deposit on 06/20/25 will NOT have ANY deductions.</p> <p>Since Health and Dental Insurance is substantially larger, an additional Summer deduction will be taken at 1/20th of the amount due for July and August on each paycheck during the school year (New employees starting mid-year who elect Health and/or Dental Insurance will have the Summer deductions due for July and August divided by the remaining pay dates for the School Year).</p> <p>**A one-time adjustment will be made for Summer Health and Dental on the 06/6/25 pay date to reflect the new premium rate that starts on July 1st.</p>

Employee Handbook Reference: [Section 6 - Pay Periods, Payroll Dates](#)

Created by: [Payroll Specialist](#)