

2024-2025 PENDLETON SCHOOL DISTRICT PAYROLL

- **Contact Info:**
 - Tim Gilbert – Pendleton SD Payroll Clerk
 - Location: District Office
 - Phone: 541-966-3278
 - Email: tgilbert@pendletonsd.org
- **Pay Rates for 2024-2025 PSD Subs:**
 - For assistants & any other classified substitutes, the rate is \$13.70 per hour
 - For certified teacher substitutes, the rate is \$211.92 per day or \$27.34 per hour
 - For 10+ day certified subs (pay starts at higher rate on 11th day), the rate is \$270.57 per day or \$34.91 per hour.
- **Pay Periods & Pay Dates:**
 - 6th → 5th of each month
 - Payday is the 20th of each month. If the 20th falls on a non-work day, payday will be the closest working day to the 20th. For example, if the 20th is on a Saturday, payday will be the Friday before. If the 20th falls on a Sunday, payday will be on Monday.
- **Timesheets:**
 - Please keep a copy & double-check pay when it is received. If there are any questions, concerns or discrepancies, please contact me as soon as possible so it can resolved in a timely manner.

2024 - 2025 Payroll		
Month	Pay Period Cutoff	Pay Date
July 24/25	7/5/2024	7/18/2024
August 24/25	8/5/2024	8/20/2024
September 24/25	9/5/2024	9/20/2024
October 24/25	10/5/2024	10/21/2024
November 24/25	11/5/2024	11/20/2024
December 24/25	12/5/2024	12/20/2024
January 24/25	1/5/2025	1/21/2025
February 24/25	2/5/2025	2/20/2025
March 24/25	3/5/2025	3/20/2025
April 24/25	4/5/2025	4/21/2025
May 24/25	5/5/2025	5/20/2025
June 24/25	6/5/2025	6/20/2025

- **Changes:**
 - Please be sure to notify Human Resources and/or Payroll of any name, address or other changes such as tax or direct deposit information as soon as possible.

Questions? Please feel free to contact me anytime at 541-966-3278