

Department of Employee and Retiree Services

MONTGOMERY COUNTY PUBLIC SCHOOLS

Rockville, Maryland

SCHEDULE OF PAY PERIODS AND PAYDAYS FOR ALL MONTGOMERY COUNTY PUBLIC SCHOOLS EMPLOYEES

FY 2024–2025

Pay Period	Pay Period Dates (Saturday through Friday)	Employees Must Submit Time Card and Absence Requests by End of Shift (A)	Timekeeper to Review and Make Edits with Employees by 12:00 p.m. (B)	Timekeeper Must Review and Line Manager Must Approve Time Cards and Absence Requests by 4:00 p.m. (C)	Payday Dates
15	December 14, 2024–December 27, 2024	<i>Transition Period</i>	Friday, December 27, 2024	Friday, December 27, 2024	*Friday, January 10, 2025
16	December 28, 2024–January 10, 2025	Friday, January 10, 2025	Monday, January 13, 2025	Tuesday, January 14, 2025	*Friday, January 24, 2025
17	January 11, 2025–January 24, 2025	Friday, January 24, 2025	Monday, January 27, 2025	Tuesday, January 28, 2025	*Friday, February 7, 2025
18	January 25, 2025–February 7, 2025	Friday, February 7, 2025	Monday, February 10, 2025	Tuesday, February 11, 2025	*Friday, February 21, 2025
19	February 8, 2025–February 21, 2025	Friday, February 21, 2025	Monday, February 24, 2025	Tuesday, February 25, 2025	*Friday, March 7, 2025
20	February 22, 2025–March 7, 2025	Friday, March 7, 2025	Monday, March 10, 2025	Tuesday, March 11, 2025	*Friday, March 21, 2025
21	March 8, 2025–March 21, 2025	Friday, March 21, 2025	Monday, March 24, 2025	Tuesday, March 25, 2025	*Friday, April 4, 2025
22	March 22, 2025–April 4, 2025	Friday, April 4, 2025	Monday, April 7, 2025	Tuesday, April 8, 2025	*Friday, April 18, 2025
23	April 5, 2025–April 18, 2025	Friday, April 18, 2025	Tuesday, April 22, 2025	Tuesday, April 22, 2025	*Friday, May 2, 2025
24	April 19, 2025–May 2, 2025	Friday, May 2, 2025	Monday, May 5, 2025	Tuesday, May 6, 2025	*Friday, May 16, 2025
25	May 3, 2025–May 16, 2025	Friday, May 16, 2025	Monday, May 19, 2025	Tuesday, May 20, 2025	*Friday, May 30, 2025
26	May 17, 2025–May 30, 2025	Friday, May 30, 2025	Monday, June 2, 2025	Tuesday, June 3, 2025	*Friday, June 13, 2025
27	May 31, 2025–June 13, 2025	Friday, June 13, 2025	Monday, June 16, 2025	Tuesday, June 17, 2025	Friday, June 27, 2025
28	June 14, 2025–June 27, 2025	Friday, June 27, 2025	Monday, June 30, 2025	Tuesday, July 1, 2025	Friday, July 11, 2025

* Pay period that has 10-month miscellaneous deductions withheld.

GENERAL INFORMATION

1. A 10-month teacher’s gross hourly rate of pay is calculated by dividing their annual salary by **1728 annual hours**. The hourly rate is then multiplied by the number of hours scheduled biweekly to determine the biweekly gross pay before adjustments.
2. Paystubs for all staff, including permanent employees, short- and long-term substitute teachers, and temporary part-time employees, will be available via MCPS Hub+ Paystub 72 hours prior to the payday.
3. Employees are locked out of Hub+ Time and Absence as of 12:00 p.m. on the date in column B. Timekeepers and line managers can still make edits until the 4:00 p.m. on the date in column C.
4. If a timekeeper or line manager submits a time card or absence on behalf of an employee, they must add a comment to document why the employee was unable to make the entry. Employees are expected to submit their own time and absences except in case of emergency.
5. Please address inquiries to the Employee and Retiree Service Center at 240-740-8100.