

# 2024-2025 SEMI-MONTHLY PAYROLL CALENDAR

***ALL non-exempt employees must submit their timesheet for the previous week every Monday. Supervisors must approve those timesheets by 4:30 pm every Wednesday.***

***Leave requests must be submitted AND approved prior to submitting timesheet.***

Pay Date	**Dates Covered (For Extra Duty/OT/Docks ONLY)	Paper Timesheet Cutoff Date
September 3, 2024	August 3, 2024 - August 16, 2024	Aug. 21, 2024 - Wednesday
September 18, 2024	August 17, 2024 - August 30, 2024	Sep. 6, 2024 - Friday
October 3, 2024	August 31, 2024 - September 13, 2024	Sep. 23, 2024 - Monday
October 18, 2024	September 14, 2024 - September 27, 2024	Oct. 7, 2024 - Monday
November 1, 2024	September 28, 2024 - October 11, 2024	Oct. 22, 2024 - Tuesday
November 18, 2024	October 12, 2024 - October 25, 2024	Nov. 5, 2024 - Tuesday
December 3, 2024	October 26, 2023 - November 8, 2024	Nov. 15, 2024 - Friday
December 18, 2024	November 9, 2024 - November 29, 2024 *	Dec. 6, 2024 - Friday
January 3, 2025	November 30, 2024 - December 13, 2024	Dec. 18, 2024 - Wednesday
January 17, 2025	December 14, 2024 - January 10, 2025 *	Jan. 8, 2025 - Wednesday
February 3, 2025	January 11, 2025 - January 24, 2025	Jan. 22, 2025 - Wednesday
February 18, 2025	January 25, 2025 - February 7, 2025	Feb. 5, 2025 - Wednesday
March 3, 2025	February 8, 2025 - February 21, 2025	Feb. 19, 2025 - Wednesday
March 18, 2025	February 22, 2025 - March 7, 2025	Mar. 6, 2025 - Thursday
<b>April 3, 2025^^</b>	<b>March 8, 2025 - March 21, 2025</b>	Mar. 25, 2025 - Tuesday
April 18, 2025	March 22, 2025 - April 4, 2025	Apr. 8, 2025 - Tuesday
May 2, 2025	April 5, 2025 - April 18, 2025	Apr. 22, 2025 - Tuesday
May 16, 2025	April 19, 2025 - May 2, 2025	May 6, 2025 - Tuesday
June 3, 2025	May 3, 2025 - May 16, 2025	May 21, 2025 - Wednesday
June 18, 2025	May 17, 2025 - May 30, 2025	Jun. 5, 2025 - Thursday
July 3, 2025	May 31, 2025 - June 13, 2025	Jun. 23, 2025 - Monday
July 18, 2025	June 14, 2025 - June 27, 2025	Jul. 8, 2025 - Tuesday
August 1, 2025	June 28, 2025 - July 11, 2025	Jul. 22, 2025 - Tuesday
August 18, 2025	July 12, 2025 - July 25, 2025	Aug. 6, 2025 - Wednesday
September 3, 2025	July 26, 2025 - August 8, 2025	Aug. 21, 2025 - Thursday
September 18, 2025	August 9, 2025 - August 22, 2025	Sep. 5, 2025 - Friday

*\*Includes more than two weeks*

**\*\* "Dates Covered" column does not apply to annualized employees (paras, clerks, etc.) unless they are short of their scheduled hours during the pay period. Nor does it apply to supplemental paper timesheets.**

**\*\*\* 18 pay employees (Transportation and Food Service) insurance deductions are September 3, 2024 - June 3, 2025 payrolls.**

**^^No insurance deductions will be withheld from the April 3, 2025 check for 18 pay employees ONLY.**

**Paper timesheets are paid based off of the date that PAYROLL receives them.**