

Paper Timesheet & Leave Card Schedule 2024-2025

DUE IN CENTRAL OFFICE	PAY PERIOD DATES TO INCLUDE	Pay Check Date
By 10:00 am	-----	-----
July 8, 2024	July 1st through July 6th (1 wk)	7/15/2024
July 22, 2024	July 7th through July 20th	7/30/2024
August 5, 2024	July 21st through August 3rd	8/15/2024
August 19, 2024	August 4th through August 17th	8/30/2024
September 2, 2024	August 18th through August 31st	9/13/2024
September 16, 2024	September 1st through September 14th	9/30/2024
October 7, 2024	September 15th through October 5th (3 wks)	10/15/2024
October 21, 2024	October 6th through October 19th	10/30/2024
November 4, 2024	October 20th through November 2nd	11/15/2024
November 18, 2024	November 3rd through November 16th	11/29/2024
December 2, 2024	November 17th through November 30th	12/13/2024
December 16, 2024	December 1st through December 14th	12/30/2024
January 6, 2025	December 15th through January 4th (3 wks)	1/15/2025
January 20, 2025	January 5th through January 18th	1/30/2025
February 3, 2025	January 19th through February 1st	2/14/2025
February 17, 2025	February 2nd through February 15th	2/28/2025
March 3, 2025	February 16th through March 1st	3/14/2025
March 17, 2025	March 2nd through March 15th	3/28/2025
April 7, 2025	March 16th through April 5th (3 wks)	4/15/2025
April 21, 2025	April 6th through April 19th	4/30/2025
May 5, 2025	April 20th through May 3rd	5/15/2025
May 19, 2025	May 4th through May 17th	5/30/2025
June 10, 2025	May 18th through June 8th (3 wks)	6/14/2025
June 17, 2025	June 9th through June 30th (3wks)	6/28/2025

Timesheets not received at CO by the due date will be considered late and will be held for the next payroll.

Timesheets missing required information are subject to be held until completed.

NOTE: New employees may not receive their first check until they have worked a complete pay cycle (approximately 10 days).

SUBSTITUTES: Submit all dates worked within the pay period on 1 timesheet for each payroll.

****KIOSK TIMESHEETS NEED TO BE SUBMITTED & APPROVED WEEKLY - BY MONDAY AM****