



**Payroll Timesheet Due Dates  
2024-2025**

| Pay Cycle | Period Begins | Period Ends | <b>Timesheet<br/>Deadline<br/>*4:00 PM*</b> | Pay Date   |
|-----------|---------------|-------------|---|------------|
| July      | 6/1/2024      | 6/30/2024   | 7/9/2024                                    | 7/31/2024  |
| August    | 7/1/2024      | 7/31/2024   | 8/2/2024                                    | 8/30/2024  |
| September | 8/1/2024      | 8/31/2024   | 9/6/2024                                    | 9/30/2024  |
| October   | 9/1/2024      | 9/29/2024   | 10/4/2024                                   | 10/31/2024 |
| November  | 10/1/2024     | 10/31/2024  | 11/4/2024                                   | 11/26/2024 |
| December  | 11/1/2024     | 11/30/2024  | 12/4/2024                                   | 12/20/2024 |
| January   | 12/1/2024     | 12/22/2024  | 1/6/2025                                    | 1/31/2025  |
| February  | 1/1/2025      | 1/31/2025   | 2/7/2025                                    | 2/28/2025  |
| March     | 2/1/2025      | 2/29/2025   | 3/7/2025                                    | 3/31/2025  |
| April     | 3/1/2025      | 3/28/2025   | 4/4/2025                                    | 4/30/2025  |
| May       | 4/1/2025      | 4/30/2025   | 5/2/2025                                    | 5/30/2025  |
| June      | 5/1/2025      | 5/31/2025   | 6/6/2025                                    | 6/30/2025  |

- **Vacation Arrears paid end of June**
- **Summer Arrears paid in July &/or August  
July 30<sup>th</sup> & August 29<sup>th</sup>**

**For Payroll/Time Sheet questions or concerns contact:**

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**OR**

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**\* Timesheets received after 4:00 PM in the Business Services Office  
on the due date will be processed the following month. \***