



Payroll and Timesheet Schedule 2024-2025

Payroll Date	Timesheet Pay Period	Timesheet Due Date (to payroll)
July 15, 2024	All timesheets through June 30, 2024	July 5, 2024
July 31, 2024	July 1-15, 2024	July 17, 2024
August 15, 2024	July 16-31, 2024	August 1, 2024
August 30, 2024	August 1-15, 2024	August 16, 2024
September 13, 2024	August 16-31, 2024	September 3, 2024
September 30, 2024	September 1-15, 2024	September 17, 2024
October 15, 2024	September 16-30, 2024	October 2, 2024
October 31, 2024	October 1-15, 2024	October 16, 2024
November 15, 2024	October 16-31, 2024	November 4, 2024
November 26, 2024	November 1-15, 2024	November 16, 2024
December 13, 2024	November 16-30, 2024	December 1, 2024
December 20, 2024	December 1-15, 2024	December 16, 2024
January 15, 2025	December 16-31, 2024	January 3, 2025
January 31, 2025	January 1-15, 2025	January 16, 2025
February 14, 2025	January 16-31, 2025	February 3, 2025
February 28, 2025	February 1-15, 2025	February 20, 2025
March 14, 2025	February 16-28, 2025	March 1, 2025
March 31, 2025	March 1-15, 2025	March 17, 2025
April 11, 2025	March 16-31, 2025	April 1, 2025
April 30, 2025	April 1-15, 2025	April 21, 2025
May 15, 2025	April 16-30, 2025	May 1, 2025
May 30, 2025	May 1-15, 2025	May 16, 2025
June 13, 2025	May 16-31, 2025	June 3, 2025
June 18, 2025*	N/A	N/A
June 30, 2025**	June 1-18, 2025	June 20, 2025***

*10-month staff for base salary only

**12-month staff and timesheets only

***For time incurred after June 18, 2024, timesheets should be immediately submitted

Stipend Payment Schedule

Fall Coaches	1/2: October 15, 2024; 1/2: November 26, 2024
Winter Coaches	1/2: January 15, 2025; 1/2: February 28, 2025
Spring Coaches	1/2: April 11, 2025; 1/2: May 30, 2025
1 st Semester	1/2: November 15, 2024; 1/2: January 30, 2025
2 nd Semester	1/2: March 28, 2025; 1/2: May 30, 2025
Full Year	1/2: January 30, 2025; 1/2: May 30, 2025