



2024-2025 TrueTime Payroll Dates and Timing

Period Worked	Employee Deadline	Supervisor Approval	Payroll Date
	Submit TrueTime timesheet(s) to Supervisor within 3 business days after period worked ends	Note: One business day after Standard Supervisor HR/Payroll Submission Deadline	
June 16-30	July 3, 2024	July 8, 2024	July 15, 2024
July 1-15	July 18, 2024	July 23, 2024	July 31, 2024
July 16-31	August 5, 2024	August 7, 2024	August 15, 2024
Aug 1-15	August 20, 2024	August 21, 2024	August 30, 2024
Aug 16-31	September 4, 2024	September 5, 2024	September 13, 2024
Sept 1-15	September 19, 2024	September 20, 2024	September 30, 2024
Sept 16-30	October 3, 2024	October 7, 2024	October 15, 2024
Oct 1-15	October 21, 2024	October 23, 2024	October 31, 2024
Oct 16-31	November 6, 2024	November 7, 2024	November 15, 2024
Nov 1-15	November 19, 2024	November 20, 2024	November 27, 2024
Nov 16-30	December 4, 2024	December 5, 2024	December 13, 2024
Dec 1-15	December 18, 2024	December 19, 2024	December 30, 2024
Dec 16-31	January 6, 2025	January 7, 2025	January 15, 2025
Jan 1-15	January 21, 2025	January 23, 2025	January 31, 2025
Jan 16-31	February 5, 2025	February 6, 2025	February 14, 2025
Feb 1-15	February 19, 2025	February 20, 2025	February 28, 2025
Feb 16-28	March 5, 2025	March 6, 2025	March 14, 2025
Mar 1-15	March 19, 2025	March 20, 2025	March 31, 2025
Mar 16-31	April 3, 2025	April 7, 2025	April 15, 2025
Apr 1-15	April 18, 2025	April 21, 2025	April 30, 2025
Apr 16-30	May 5, 2025	May 7, 2025	May 15, 2025
May 1-15	May 20, 2025	May 21, 2025	May 30, 2025
May 16-31	June 4, 2025	June 5, 2025	June 13, 2025
June 1-15	June 18, 2025	June 19, 2025	June 30, 2025

**Employee TrueTime Submission and Supervisor Approval deadlines must be met to ensure processing for the corresponding payroll date.*