

2024-2025

Cutoff Schedule for Payroll Documentation

| Pay Period   | Due date for <b><u>FINAL APPROVAL</u></b> for all time cards, absences, extra duty, etc. | Pay Date   |
|--|--|------------|
| Aug 3 - Aug 9<br>Aug 10 - Aug 16<br>Aug 17 - Aug 23    | 08/13/2024<br>08/20/2024<br>08/27/2024   | 9/13/2024  |
| Aug 24 - Aug 30<br>Aug 31 - Sept 6<br>Sept 7 - Sept 13 | 09/03/2024<br>09/10/2024<br>09/17/2024   | 9/30/2024  |
| Sept 14 - Sept 20<br>Sept 21 - Sept 27                 | 09/24/2024<br>10/01/2024   | 10/15/2024 |
| Sept 28 - Oct 4<br>Oct 5 - Oct 11                      | 10/08/2024<br>10/15/2024   | 10/31/2024 |
| Oct 12 - Oct 18<br>Oct 19 - Oct 25                     | 10/22/2024<br>10/29/2024   | 11/15/2024 |
| Oct 26 - Nov 1<br>Nov 2 - Nov 8                        | 11/05/2024<br>11/12/2024   | 11/29/2024 |
| Nov 9 - Nov 15<br>Nov 16 - Nov 22                      | 11/19/2024<br>11/26/2024   | 12/13/2024 |
| Nov 23 - Nov 29<br>Nov 30 - Dec 6                      | 12/03/2024<br>12/10/2024   | 12/31/2024 |
| Dec 7 - Dec 13<br>Dec 14 - Dec 20<br>Dec 21 - Dec 27   | 12/17/2024<br>01/07/2025<br>01/07/2025   | 1/15/2025  |
| Dec 28 - Jan 3<br>Jan 4 - Jan 10                       | 01/07/2025<br>01/14/2025   | 1/31/2025  |
| Jan 11 - Jan 17<br>Jan 18 - Jan 24                     | 01/21/2025<br>01/28/2025   | 2/14/2025  |
| Jan 25 - Jan 31<br>Feb 1 - Feb 7                       | 02/04/2025<br>02/11/2025   | 2/28/2025  |

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|---|--|-----------------|
| Feb 8 - Feb 14<br>Feb 15 - Feb 21                         | 02/18/2025<br>02/25/2025   | 3/14/2025       |
| Feb 22 - Feb 28<br>March 1 - March 7                      | 03/04/2025<br>03/11/2025   | 3/31/2025       |
| March 8 - March 14<br>March 15 - March 21                 | 03/18/2025<br>03/25/2025   | 4/15/2025       |
| March 22 - March 28<br>March 29 - April 4                 | 04/01/2025<br>04/08/2025   | 4/30/2025       |
| April 5 - April 11<br>April 12 - April 18                 | 04/15/2025<br>04/22/2025   | 5/15/2025       |
| April 19 - April 25<br>April 26 - May 2                   | 04/29/2025<br>05/06/2025   | 5/30/2025       |
| May 3 - May 9<br>May 10 - May 16                          | 05/13/2025<br>05/20/2025   | 6/13/2025       |
| May 17 - May 23<br>May 24 - May 30                        | 05/27/2025<br>06/03/2025   | 6/30/2025       |
| May 31 - June 6<br>June 7 - June 13                       | 06/10/2025<br>06/17/2025   | 7/15/2025       |
| June 14 - June 20<br>June 21 - June 27                    | 06/24/2025<br>07/01/2025   | 7/31/2025       |
| June 28 - July 4<br>July 5 - July 11                      | 07/08/2025<br>07/15/2025   | 8/15/2025       |
| July 12 - July 18<br>July 19 - July 25<br>July 26 - Aug 1 | 07/22/2025<br>07/29/2025<br>08/05/2025   | 8/29/2025       |