

| Portal / Paper Time Sheets Payroll Schedule 2024/2025 | | |
|--|-----------------------|----------------------------|
| Payroll Date | Period Covered | Approver Deadline * |
| 9/6/2024 | 8/16 - 8/23 | 8/23/2024 |
| 09/30/2024 | 8/26 - 8/30 | 09/16/2024 |
| 10/15/2024 | 9/1 - 9/30 | 10/2/2024 |
| 11/15/2024 | 10/1 - 10/31 | 11/4/2024 |
| 12/13/2024 | 11/1 - 11/30 | 12/2/2024 |
| 01/15/2025 | 12/1 - 12/31 | 01/03/2025 |
| 02/14/2025 | 01/01 - 01/31 | 02/03/2025 |
| 03/14/2025 | 02/01 - 02/28 | 03/03/2025 |
| 04/11/2025 | 03/01 - 03/31 | 04/01/2025 |
| 05/15/2025 | 04/01 - 04/30 | 05/01/2025 |
| 06/13/2025 | 05/01 - 05/31 | 06/02/2025 |
| 06/30/2025 | 6/1 - 6/20 | 06/20/2025 |

* End of Day