

## Payroll Schedule 2024 - 2025

Paydays are semi-monthly on the 15th (or last working day prior to the 15th if it falls on a weekend or holiday) and the last working day of the month. **TIMESHEETS NOT SUBMITTED AND APPROVED BY THE DUE DATE, WILL NOT BE PROCESSED/PAID AS SCHEDULED.**

Timesheets Beginning	Timesheets Ending	Supervisor Approval Due by Noon on	Pay Dates	Part-Time Employees Max Hours Each Month	
Aug 03	Aug 09	Aug 12	Friday      Sep 13	<b><u>August 2024</u></b> 87 Hours	
Aug 10	Aug 16	Aug 19			
Aug 17	Aug 23	Aug 26			
Aug 24	Aug 30	Sep 03	Monday      Sep 30		<b><u>September 2024</u></b> 79 Hours
Aug 31	Sep 06	Sep 09			
Sep 07	Sep 13	Sep 16	Tuesday      Oct 15		<b><u>October 2024</u></b> 87 Hours
Sep 14	Sep 20	Sep 23			
Sep 21	Sep 27	Sep 30			
Sep 28	Oct 04	Oct 07	Thursday      Oct 31		
Oct 05	Oct 11	Oct 14			
Oct 12	Oct 18	Oct 21			
Oct 19	Oct 25	Oct 28	Friday      Nov 15		<b><u>November 2024</u></b> 75 Hours
Oct 26	Nov 01	Nov 04			
Nov 02	Nov 08	Nov 11	Friday      Nov 26	<b><u>December 2024</u></b> 83 Hours	
Nov 09	Nov 15	Nov 18			
Nov 16	Nov 22	Nov 25	Friday      Dec 13		
Nov 23	Nov 29	Dec 02			
Nov 30	Dec 06	Dec 09	Friday      Dec 20		
Dec 07	Dec 13	Dec 16			
Dec 14	Dec 20	Jan 06			
Dec 21	Dec 27	Jan 06	Wednesday      Jan 15	<b><u>January 2025</u></b> 83 Hours	
Dec 28	Jan 03	Jan 06			
Jan 04	Jan 10	Jan 13	Friday      Jan 31	<b><u>February 2025</u></b> 75 Hours	
Jan 11	Jan 17	Jan 21			
Jan 18	Jan 24	Jan 27	Friday      Feb 14		
Jan 25	Jan 31	Feb 03			
Feb 01	Feb 07	Feb 10	Friday      Feb 28		
Feb 08	Feb 14	Feb 17			
Feb 15	Feb 21	Feb 24	Friday      Mar 07	<b><u>March 2025</u></b> 83 Hours	
Feb 22	Feb 28	Mar 03			
Mar 01	Mar 07	Mar 17	Monday      Mar 31	<b><u>April 2025</u></b> 87 Hours	
Mar 08	Mar 14	Mar 17			
Mar 15	Mar 21	Mar 24			
Mar 22	Mar 28	Mar 31	Tuesday      Apr 15		
Mar 29	Apr 04	Apr 07			
Apr 05	Apr 11	Apr 14	Friday      Apr 30		<b><u>May 2025</u></b> 83 Hours
Apr 12	Apr 18	Apr 21			
Apr 19	Apr 25	Apr 28	Thursday      May 15		
Apr 26	May 02	May 05			
May 03	May 09	May 12	Friday      May 30		
May 10	May 16	May 19			
May 17	May 23	May 27	Friday      Jun 13	<b><u>June 2025</u></b> 79 Hours	
May 24	May 30	Jun 02			
May 31	Jun 06	Jun 09	Monday      Jun 30		
Jun 07	Jun 13	Jun 16			
Jun 14	Jun 20	Jun 23	Tuesday      July 15		
Jun 21	Jun 27	Jun 30			
Jun 28	Jul 04	Jul 07	Thursday      July 31	<b><u>July 2025</u></b> 87 Hours	
Jul 05	Jul 11	Jul 14			
Jul 12	Jul 18	Jul 21	Friday      Aug 15		
Jul 19	Jul 25	Jul 28			
Jul 26	Aug 01	Aug 04	Friday      Aug 29		<b><u>August 2025</u></b> 83 Hours
Aug 02	Aug 08	Aug 11			
Aug 09	Aug 15	Aug 18	Monday      Sep 15		
Aug 16	Aug 22	Aug 25			
Aug 23	Aug 29	Sep 02	Tuesday      Sep 30	<b><u>September 2025</u></b> 83 Hours	
Aug 30	Sep 05	Sep 08			

**ADJUNCT & OVERLOAD PAY is paid over 7 pay periods for 16 week Fall and Spring Semesters.**

**Fall Semester:** Sept 30, Oct 15, Oct 31, Nov 15, Nov 29, Dec 13 and Dec 20

**Spring Semester:** Feb 14, Feb 28, Mar 7, Mar 31, Apr 15, Apr 30, May 15

**Summer Semester:** Jun 13, Jun 30, Jul 15, Jul 31, Aug 15, Aug 29

**Late start classes are paid after classes start**