



2024-2025 Payroll Schedule

Full Time/Part Time Employees

Payroll Month	Start Date	End Date	Pay Date
July	07/01/2024	07/31/2024	07/31/2024
August	08/01/2024	08/31/2024	08/30/2024
September	09/01/2024	09/30/2024	09/30/2024
October	10/01/2024	10/31/2024	10/31/2024
November	11/01/2024	11/30/2024	11/26/2024
December	12/01/2024	12/31/2024	12/23/2024
January	01/01/2025	01/31/2025	01/31/2025
February	02/01/2025	02/29/2025	02/28/2025
March	03/01/2025	03/31/2025	03/31/2025
April	04/01/2025	04/30/2025	04/30/2025
May	05/01/2025	05/31/2025	05/30/2025
June	06/01/2025	06/30/2025	06/30/2025

Timesheet Employees

Payroll Month	Start Date	End Date	Pay Date
July	6/16/2024	7/15/2024	07/31/2024
August	7/16/2024	8/15/2024	08/30/2024
September	8/16/2024	9/15/2024	9/30/2024
October	9/16/2024	10/15/2024	10/31/2024
November	10/16/2024	11/15/2024	11/26/2024
December	11/16/2024	12/11/2024	12/23/2024
December	12/12/2024	12/22/2024	01/31/2025
January	1/01/2025	1/15/2025	01/31/2025
February	1/16/2025	2/15/2025	02/28/2025
March	2/16/2025	3/15/2025	03/31/2025
April	3/16/2025	4/15/2025	04/30/2025
May	4/16/2025	5/15/2025	05/30/2025
June	5/16/2025	6/15/2025	06/30/2025

Timesheets must be received in the Payroll Department no later than the 15th of the month. (Please note that Federal Work Study student timesheets must be turned into the Financial Aid Office for review by the 10th to ensure Payroll receives it by the 15th). Unfortunately, due to processing deadlines and restrictions from the County, we cannot guarantee that any timesheets received after these dates will be included in that payroll cycle.