

PAYROLL SCHEDULE FOR 2024-2025

Excluding Work-Study

(Work-study payroll schedule will be distributed by Financial Aid)

Please note there will not be a payroll on September 15 nor on January 15th.

Payroll Period BEGINNING Morning of:	Payroll Period ENDING Evening of:	Time Sheets Due in the Business Office by NOON:	Check to Be Ready on:
September 1	September 14	September 16	September 30
September 15	September 30	October 1	October 15
October 1	October 14	October 15	October 31
October 15	October 31	November 1	November 15
November 1	November 14	November 15	November 22
November 15	November 30	December 2	December 13
December 1	December 31	December 13	December 19
January 1	January 14	January 15	January 31
January 15	January 31	February 3	February 14
February 1	February 14	February 17	February 28
February 15	February 28	March 3	March 7
March 1	March 14	March 17	March 31
March 15	March 31	April 1	April 15
April 1	April 14	April 15	April 30
April 15	April 30	May 1	May 15
May 1	May 14	May 15	May 29
May 15	May 31	June 2	June 12
June 1	June 14	June 16	June 30
June 15	June 30	July 1	July 15
July 1	July 14	July 15	July 31
July 15	July 31	August 1	August 15
August 1	August 31	August 25	August 29

If, at any time, a change is necessary, you will be notified by the
Payroll Accountant in the Business Office.

* **ALL** time sheets **must** be in by cut off date
All time sheets must be complete or they will be returned to supervisor!