



HR/Payroll Schedule 2024/2025

Month	Pay Period	Paperwork due to HR	HR Paperwork due to Payroll	Self Service Time Entry & Scanned Timesheets due to Payroll	Self Service Time Entry Supervisor Approval Due	Run Live	Pay Date
July 2024	EOM	07/08/24	07/15/24	07/15/24		07/23/24	07/31/24
	10th	07/17/24	07/25/24	07/31/24 11:00am	07/31/24 1:00pm	08/05/24	08/09/24
August 2024	EOM	08/08/24	08/15/24	08/15/24		08/22/24	08/30/24
	10th	08/16/24	08/28/24	08/30/24 11:00am	08/30/24 1:00pm	09/04/24	09/10/24
Sept 2024	EOM	09/06/24	09/13/24	09/13/24		09/20/24	09/30/24
	10th	09/16/24	09/26/24	09/30/24 11:00am	09/30/24 1:00pm	10/04/24	10/10/24
Oct 2024	EOM	10/08/24	10/16/24	10/16/24		10/23/24	10/31/24
	10th	10/16/24	10/25/24	10/31/24 11:00am	10/31/24 1:00pm	11/04/24	11/08/24
Nov 2024	EOM	11/05/24	11/12/24	11/12/24		11/19/24	11/27/24
	10th	11/15/24	11/26/24	11/27/24 11:00am	11/27/24 1:00pm	12/04/24	12/10/24
Dec 2024	EOM	11/29/24	12/06/24	12/06/24		12/12/24	12/20/24
	10th	12/11/24	12/16/24	12/20/24 11:00am	12/20/24 1:00pm	01/06/25	01/10/25
Jan 2025	EOM	01/08/25	01/15/25	01/15/25		01/23/25	01/31/25
	10th	01/21/25	01/28/25	01/31/25 11:00am	01/31/25 1:00pm	02/04/25	02/10/25
Feb 2025	EOM	02/05/25	02/12/25	02/12/25		02/20/25	02/28/25
	10th	02/16/25	02/27/25	02/28/25 11:00am	02/28/25 1:00pm	03/04/25	03/10/25
March 2025	EOM	03/05/25	03/12/25	03/12/25		03/20/25	03/28/25
	10th	03/16/25	03/27/25	03/28/25 11:00am	03/28/25 1:00pm	04/02/25	04/10/25
April 2025	EOM	04/08/25	04/15/25	04/15/25		04/22/25	04/30/25
	10th	04/16/25	04/23/25	04/30/25 11:00am	04/30/25 1:00pm	05/05/25	05/09/25
May 2025	EOM	05/06/25	05/13/25	05/13/25		05/21/25	05/30/25
	10th	05/19/25	05/29/25	05/30/25 11:00am	05/30/25 1:00pm	06/04/25	06/10/25
June 2025	EOM	06/03/25	06/10/25	06/10/25		06/18/25	06/30/25
	10th	06/13/25	06/24/25	6/30/25 11:00am	06/30/25 1:00pm	07/02/25	07/10/25

*Dates are subject to change and will be posted under Fiscal Services (Self-Service)