PART-TIME EXCEPTION (NON-WEB TIME ENTRY) MONTHLY PAYROLL SCHEDULE - 2024/2025

TIME SHEET DUE DATES	PAYROLL PERIOD
Tuesday, July 16, 2024 ***	6/20/24 - 7/19/24
Monday, August 19, 2024	7/20/24 - 8/19/24
Wednesday, September 18, 2024 ***	8/20/24 - 9/19/24
Friday, October 18, 2024 ***	9/20/24 - 10/19/24
Thursday, November 14, 2024 ***	10/20/24 - 11/19/24
Tuesday, December 10, 2024 ***	11/20/24 - 12/19/24
Monday, January 13, 2025 ***	12/20/24 - 1/19/25
Tuesday, February 11, 2025 ***	1/20/25 - 2/14/25
Thursday, March 6, 2025 ***	2/15/25 - 3/14/25
Friday, April 11, 2025 ***	3/15/25 - 4/14/25
Wednesday, May 7, 2025 ***	4/15/25 - 5/14/25
Tuesday, June 10, 2025 ***	5/15/25 - 6/14/25

PART-TIME (WEB TIME ENTRY) MONTHLY PAYROLL SCHEDULE - 2024/2025

MONTH/YEAR	SUBMITTAL DATE 4 P.M. (EMPLOYEE)	APPROVER DATE 4 P.M. (SUPERVISOR)
Jul-24	July 16, Tues.***	July 17, Wed.
Aug-24	August 19, Mon.	August 20, Tues.
Sep-24	September 18, Wed.***	September 19, Thurs.
Oct-24	October 18, Fri.***	October 21, Mon.
Nov-24	November 14, Thurs.***	November 15, Fri.
Dec-24	December 10, Tues.***	December 11, Wed.
Jan-25	January 13, Mon.***	January 14, Tues.
Feb-25	February 11, Tues.***	February 12, Wed.
Mar-25	March 6, Thurs.***	March 7, Fri.
Apr-25	April 11, Fri.***	April 14, Mon.
May-25	May 7, Wed.***	May 8, Thurs.
Jun-25	June 10, Tues.***	June 11, Wed.

***Project Time:

To project time - since the employee submittal deadline is before the pay period end date, you must project time. You will pre-enter hours for the days you will work after the deadline, up to the end date of the pay period. If you actually do not work that projected time, a paper timesheet will have to be submitted, in order for that time to be removed from your pay.