

<b>PART-TIME EXCEPTION (NON-WEB TIME ENTRY)</b>	
<b>MONTHLY PAYROLL SCHEDULE - 2024/2025</b>	
<b>TIME SHEET DUE DATES</b>	<b>PAYROLL PERIOD</b>
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
Friday, January 17, 2025 ***	12/20/24 - 1/19/25
Tuesday, February 18, 2025 ***	1/20/25 - 2/19/25
Wednesday, March 12, 2025 ***	2/20/25 - 3/19/25
Thursday, April 17, 2025 ***	3/20/25 - 4/19/25
Tuesday, May 13, 2025 ***	4/20/25 - 5/19/25
Thursday, June 12, 2025 ***	5/20/25 - 6/19/25

<b>PART-TIME (WEB TIME ENTRY)</b>		
<b>MONTHLY PAYROLL SCHEDULE - 2024/2025</b>		
<b>MONTH/YEAR</b>	<b>SUBMITTAL DATE 4 P.M. (EMPLOYEE)</b>	<b>APPROVER DATE 4 P.M. (SUPERVISOR)</b>
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 17, Fri.***	January 21, Tues.
Feb-25	February 18, Tues.***	February 19, Wed.
Mar-25	March 12, Wed.***	March 13, Thurs.
Apr-25	April 17, Thurs.***	April 18, Fri.
May-25	May 13, Tues.***	May 14, Wed.
Jun-25	June 12, Thurs.***	June 16, Mon.

\*\*\*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.