

*Employees SUBMIT electronic timesheets on Pay Period End date**

Month of Pay	Pay Period Begins - Ends	Paper Timesheet Payroll Office Deadline	Timecard Online Pay Period Closes	Pay Date
Year-end accrual (2401108)	9/1/23- 8/31/24	9/10/24	9/6/24	9/30/24
September (2401009)	9/1/24 – 9/7/24	9/10/24	9/13/24	9/30/24
October (2401010)	9/8/24 - 10/5/24	10/8/24	10/11/24	10/31/24
November (2401011)	10/6/24 - 11/2/24	11/5/24	11/8/24	11/29/24
December (2401012)	11/3/24 – 11/30/24	12/3/24	12/6/24	12/31/24
January (2501001)	12/1/24 - 1/4/25	1/7/25	1/10/25	1/31/25
February (2501002)	1/5/25 – 2/1/25	2/4/25	2/7/25	2/28/25
March (2501003)	2/2/25 – 3/1/25	3/4/25	3/7/25	3/31/25
April (2501004)	3/2/25 – 4/5/25	4/8/25	4/11/25	4/30/25
May (2501005)	4/6/25 – 5/3/25	5/6/25	5/9/25	5/30/25
June (2501006)	5/4/25 – 5/31/25	6/3/25	6/6/25	6/30/25
July (2501007)	6/1/25 – 6/21/25*	6/24/25	6/27/25	7/31/25
August (2501008)	6/22/25 – 8/2/25	8/5/25	8/8/25	8/29/25

**school year employees submit electronic timecards on last day of school*