

2024-2025 HR/PAYROLL PROCESSING FOR REGULAR AND YEAR-END PAYROLLS			
Human Resources Paperwork Submission Dates (5 P.M.) for Timecard based assignments	TIMECARD ENTRY OPENS AT 8:00am on:	TIMECAED ENTRY CLOSSES AT 5:00pm on: (unless noted)	Pay Date
	Fiscal Year 2025		
	7/11/2024 (for 7/1 thru 7/10)	Monday, July 15, 2024	Wednesday, July 31, 2024
Thursday, August 1, 2024	Friday, August 9, 2024	Tuesday, August 13, 2024	Friday, August 30, 2024
Friday, August 23, 2024	Tuesday, September 10, 2024	Thursday, September 12, 2024	Monday, September 30, 2024
Wednesday, October 2, 2024	Thursday, October 10, 2024	Monday, October 14, 2024	Thursday, October 31, 2024
Thursday, October 31, 2024	Friday, November 8, 2024	Tuesday, November 12, 2024	Wednesday, November 27, 2024
Friday, November 22, 2024	Wednesday, December 4, 2024	Friday, December 6, 2024	Friday, December 20, 2024
Tuesday, January 2, 2024	Friday, January 10, 2025	Tuesday, January 14, 2025	Friday, January 31, 2025
Friday, January 24, 2025	Monday, February 10, 2025	Wednesday, February 12, 2025	Friday, February 28, 2025
Friday, February 28, 2025	Monday, March 10, 2025	Wednesday, March 12, 2025	Monday, March 31, 2025
Wednesday, April 2, 2025	Thursday, April 10, 2025	Monday, April 14, 2025	Wednesday, April 30, 2025
Thursday, May 2, 2024	Monday, May 12, 2025	Wednesday, May 14, 2025	Friday, May 30, 2025
Tuesday, May 27, 2025	Tuesday, June 10, 2025	Thursday, June 12, 2025	Monday, June 30, 2025
	Fiscal Year End 2025		
Thursday, June 12, 2025	Monday, June 30, 2025	Wednesday, July 2, 2025	Tuesday, July 15, 2025
Prior to Beginning of Semesters - HR Submission Date			
Short Entry Time Due to Holiday and County Schedule Cut-Off Date. This Limits the Payroll Entry Time.			
There will be NO EXCEPTIONS TO LATE TIMECARDS.			
Fiscal Year End Payroll Dates for 2024 and 2025			
Submission of completion paperwork to the HR Office on or before the listed deadline guarantees processing for the current pay cycle. Late paperwork will			
processed as time permits, but cannot be guaranteed for the pay cycle. PLEASE NOTE: There is a separate calendar for Assignment Contract Deadlines.			