



2024 - 2025 PAYROLL CALENDAR

Timesheet Reporting Periods, Due Dates, and Pay Dates
 PAYROLL ITEMS MUST BE RECEIVED IN PAYROLL BY **3:00 PM** ON THE **DUE DATE**

| "M" Pay Cycle | | | | | | |
|---|---|---|--|-------------------|-------------------|----------|
| Full-Time Certificated Faculty - Full-Time Classified/Confidential/Perm PT/Management | | | | | | |
| Reporting Period | Due Date | Pay Cycle Classified, Conf, Perm PT, Mgmt | Pay Period | N/A | Pay Cycle Closure | Pay Date |
| 06/16/24 - 07/15/24 | 07/16/24 | 1M | July | N/A | 07/23/24 | 07/31/24 |
| 07/16/24 - 08/15/24 | 08/16/24 | 2M | Aug | N/A | 08/22/24 | 08/30/24 |
| 08/16/24 - 09/15/24 | 09/16/24 | 3M | Sept | N/A | 09/20/24 | 09/30/24 |
| 09/16/24 - 10/15/24 | 10/16/24 | 4M | Oct | N/A | 10/23/24 | 10/31/24 |
| 10/16/24 - 11/14/24 | 11/15/24 | 5M | Nov | N/A | 11/19/24 | 11/27/24 |
| 11/15/24 - 12/10/24 | 12/11/24 | 6M | Dec | N/A | 12/16/24 | 12/27/24 |
| 12/11/24 - 01/15/25 | 01/16/25 | 7M | Jan | N/A | 01/23/25 | 01/31/25 |
| 01/16/25 - 02/15/25 | 02/16/25 | 8M | Feb | N/A | 02/20/25 | 02/28/25 |
| 02/16/25 - 03/15/25 | 03/17/25 | 9M | Mar | N/A | 03/21/25 | 03/31/25 |
| 03/16/25 - 04/15/25 | 04/16/25 | 10M | Apr | N/A | 04/22/25 | 04/30/25 |
| 04/16/25 - 05/15/25 | 05/16/25 | 11M | May | N/A | 05/21/25 | 05/30/25 |
| 05/16/25 - 06/15/25 | 06/16/25 | 12M | June | N/A | 06/20/25 | 06/30/25 |
| "B" Pay Cycle | | | | | | |
| Part-Time Certificated Faculty | | | | | | |
| Reporting Period | Due Date | Pay Cycle | Pay Period | Faculty Pay Term | Pay Cycle Closure | Pay Date |
| 05/16/24 - 06/15/24 | 06/18/24 | 12B | July | SPR/SUM | 06/26/24 | 07/05/24 |
| 06/16/24 - 07/15/24 | 07/16/24 | 1B | Aug | SUM | 07/29/24 | 08/02/24 |
| 07/16/24 - 08/15/24 | 08/16/24 | 2B | Sept | SUM | 08/28/24 | 09/04/24 |
| 08/16/24 - 09/15/24 | 09/16/24 | 3B | Oct | FAL | 09/30/24 | 10/04/24 |
| 09/16/24 - 10/15/24 | 10/16/24 | 4B | Nov | FAL | 10/29/24 | 11/04/24 |
| 10/16/24 - 11/15/24 | 11/18/24 | 5B | Dec | FAL | 11/27/24 | 12/05/24 |
| 11/16/24 - 12/15/24 | 12/16/24 | 6B | Jan | FAL | 12/20/24 | 01/03/25 |
| 12/16/24 - 01/15/25 | 01/16/25 | 7B | Feb | FAL/WIN | 01/29/25 | 02/04/25 |
| 01/16/25 - 02/15/25 | 02/18/25 | 8B | Mar | WIN/SPR | 03/03/25 | 03/07/25 |
| 02/16/25 - 03/15/25 | 03/17/25 | 9B | Apr | SPR | 03/31/25 | 04/04/25 |
| 03/16/25 - 04/15/25 | 04/16/25 | 10B | May | SPR | 04/29/25 | 05/05/25 |
| 04/16/25 - 05/15/25 | 05/16/25 | 11B | June | SPR | 05/29/25 | 06/04/25 |
| 05/16/25 - 06/15/25 | 06/16/25 | 12B | July | SPR | 06/26/25 | 07/03/25 |
| Note: Number of payments for each term depends on the start and end date for each section | | | | | | |
| "A" Pay Cycle | | | | | | |
| Student - Short Term - Professional Expert Hourly | | | | | | |
| Pay Period | Time Sheets Due to Payroll (non-students) | * Student Time Sheets Due To Local Department | Student Employment Svc. : Student Time Sheets Due to Payroll | Pay Cycle Closure | Pay Date | |
| 06/01/24 - 06/30/24 | 07/01/24 | *07/02/24 | 07/08/24 | 07/15/24 | 07/19/24 | |
| 07/01/24 - 07/31/24 | 08/01/24 | *08/05/24 | 08/08/24 | 08/14/24 | 08/20/24 | |
| 08/01/24 - 08/31/24 | 09/03/24 | *09/04/24 | 09/09/24 | 09/16/24 | 09/20/24 | |
| 09/01/24 - 09/30/24 | 10/01/24 | *10/03/24 | 10/08/24 | 10/14/24 | 10/18/24 | |
| 10/01/24 - 10/31/24 | 11/01/24 | *11/05/24 | 11/08/24 | 11/14/24 | 11/20/24 | |
| 11/01/24 - 11/30/24 | 12/02/24 | *12/04/24 | 12/09/24 | 12/16/24 | 12/20/24 | |
| 12/01/24 - 12/31/24 | 01/02/25 | *01/03/25 | 01/07/25 | 01/13/25 | 01/17/25 | |
| 01/01/25 - 01/31/25 | 02/03/25 | *02/04/25 | 02/07/25 | 02/13/25 | 02/20/25 | |
| 02/01/25 - 02/28/25 | 03/03/25 | *03/04/25 | 03/07/25 | 03/14/25 | 03/20/25 | |
| 03/01/25 - 03/31/25 | 04/01/25 | *04/03/25 | 04/08/25 | 04/14/25 | 04/18/25 | |
| 04/01/25 - 04/30/25 | 05/01/25 | *05/05/25 | 05/08/25 | 05/14/25 | 05/20/25 | |
| 05/01/25 - 05/31/25 | 06/02/25 | *06/03/25 | 06/09/25 | 06/13/25 | 06/20/25 | |
| * Students must submit to Student Employment Services by this date, See local campus calender for more details | | | | | | |
| All timesheets must be filled out accurately and signed by the employee. Late timesheets will result in payment being processed on the next available pay cycle. Rev. 6/5/2024 | | | | | | |