



PAYROLL SERVICES DEPARTMENT

MEMORANDUM

TO: Supervisors of Academic Hourly Employees
FROM: Payroll Services
SUBJECT: Timesheet deadline

Below are the timesheet deadlines and pay dates for Academic Hourly Employees.

FY 2024-2025

Timesheet Period	Timesheet Deadline	Pay Date
07/01/24 – 7/31/24	07/08/2024	07/31/2024
08/01/24 – 8/31/24	08/09/2024	08/30/2024
09/01/24 – 9/30/24	09/09/2024	09/30/2024
10/01/24 – 10/31/24	10/09/2024	10/31/2024
11/01/24 – 11/30/24	11/06/2024	11/27/2024
12/01/24 – 12/31/24	11/27/2024	12/20/2024
01/01/25 – 01/31/25	01/09/2025	01/31/2025
02/01/25 – 02/28/25	02/07/2025	02/28/2025
03/01/25 – 03/31/25	03/07/2025	03/28/2025
04/01/25 – 04/30/25	04/09/2025	04/30/2025
05/01/25 – 05/31/25	05/07/2025	05/30/2025
06/01/25 – 06/30/25	06/05/2025	06/30/2025

Timesheets are due to Payroll Services no later than 4:00 P.M. on the timesheet deadline date. **Timesheets turned in after the deadline may result in a delay in payment until the next payday for the employee.**