



PAYROLL SERVICES DEPARTMENT

CLASSIFIED OVERTIME TIMESHEET DEADLINES

Below are the reporting periods and overtime timesheet deadlines.

FY 2024-2025

Payroll Pay Period		Timesheet Deadline	Pay Date
6/1/2024	6/30/2024	7/1/2024	7/31/2024
7/1/2024	7/31/2024	8/1/2024	8/30/2024
8/1/2024	8/31/2024	9/3/2024	9/30/2024
9/1/2024	9/30/2024	10/1/2024	10/31/2024
10/1/2024	10/31/2024	11/1/2024	11/27/2024
11/1/2024	11/30/2024	11/20/2024	12/20/2024
12/1/2024	12/31/2024	1/6/2025	1/31/2025
1/1/2025	1/31/2025	2/3/2025	2/28/2025
2/1/2025	2/28/2025	3/3/2025	3/28/2025
3/1/2025	3/31/2025	4/7/2025	4/30/2025
4/1/2025	4/30/2025	5/1/2025	5/30/2025
5/1/2025	5/31/2025	6/2/2025	6/30/2025

Timesheets are due in Payroll Services by 4:00 P.M. the first working day following the last day of the payroll pay period. **Timesheets turned in after the deadline may result in a delay in payment until the next payday for the employee.**

ALL OVERTIME TIMESHEETS MUST BE ATTACHED TO A CLASSIFIED OVERTIME REQUEST FORM.