



HUMAN RESOURCES

DEADLINE DATES

Governing Board Meeting	ASVP Approved HRT Forms Due in HR ²	Job Offer Deadline ¹	Non-Paid Volunteer/Intern Form Deadline
January 13, 2025	Thursday, November 28	Friday, December 13	Friday, December 6
February 24, 2025	Thursday, January 16	Friday, February 7	Friday, January 24
March 17, 2025	Thursday, February 13	Friday, February 28	Friday, February 21
April 21, 2025	Thursday, March 20	Friday, March 28	Wednesday, March 26
May 19, 2025	Thursday, April 17	Friday, May 2	Friday, April 25
June 16, 2025	Thursday, May 15	Friday, May 30	Friday, May 23
July 21, 2025	Wednesday, June 18	Wednesday, July 2	Thursday, June 27
August 18, 2025	Thursday, July 17	Friday, August 1	Thursday, July 25
September 15, 2025	Thursday, August 14	Friday, August 29	Friday, August 22
October 20, 2025	Thursday, September 18	Friday, October 3	Friday, September 26
November 17, 2025	Thursday, October 16	Friday, October 31	Friday, October 24
December 15, 2025	Thursday, November 13	Wednesday, November 26	Friday, November 21

¹Job offers made after this date are not guaranteed to be placed on the subsequent GB agenda.

1. References must be completed by the job offer deadline to make that month's board.
2. A request for an exception must be made to the Executive Director of HR to discuss with the ASVPHR.

²Items received after this date are not guaranteed to be processed by Payroll's deadline.



HUMAN RESOURCES

DEADLINE DATES

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.

Academic Hourly Employee Timesheets

Timesheet Period	Timesheet Deadline	Pay Date
07/01/24 - 7/31/24	07/08/2025	07/31/2025
08/01/24 - 8/31/24	08/09/2025	08/30/2025
09/01/24 - 9/30/24	09/09/2025	09/30/2025
10/01/24 - 10/31/24	10/09/2025	10/31/2025
11/01/24 - 11/30/24	11/06/2025	11/27/2025
12/01/24 - 12/31/24	11/27/2025	12/20/2025
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

Non-Academic Hourly Employee & Student Worker Timesheets

Payroll Pay Period	Timesheet Deadline	Pay Date
06/01/24 - 6/30/24	07/01/24	07/31/24
07/01/24 - 07/31/24	08/01/24	08/30/24
08/01/24 - 8/31/24	09/03/2025	09/30/2025
09/01/24 - 9/30/24	10/01/2025	10/31/2025
10/01/24 - 10/31/24	11/01/2025	11/27/2025
11/01/24 - 11/30/24	11/20/2025	12/20/2025
12/01/24 - 12/31/24	01/06/2025	01/31/2025
01/01/25 - 01/31/25	02/03/2025	02/28/2025
02/01/25 - 02/28/25	03/03/2025	03/28/2025
03/01/25 - 03/31/25	04/07/2025	04/30/2025
04/01/25 - 04/30/25	05/01/2025	05/30/2025
05/01/25 - 05/31/25	06/02/2025	06/30/2025



HUMAN RESOURCES

DEADLINE DATES

Classified Overtime Timesheet Deadlines

Payroll Pay Period	Timesheet Deadline	Pay Date
06/01/24 - 6/30/24	07/01/24	07/31/24
07/01/24 - 07/31/24	08/01/24	08/30/24
08/01/24 - 8/31/24	09/03/2025	09/30/2025
09/01/24 - 9/30/24	10/01/2025	10/31/2025
10/01/24 - 10/31/24	11/01/2025	11/27/2025
11/01/24 - 11/30/24	11/20/2025	12/20/2025
12/01/24 - 12/31/24	01/06/2025	01/31/2025
01/01/25 - 01/31/25	02/03/2025	02/28/2025
02/01/25 - 02/28/25	03/03/2025	03/28/2025
03/01/25 - 03/31/25	04/07/2025	04/30/2025
04/01/25 - 04/30/25	05/01/2025	05/30/2025
05/01/25 - 05/31/25	06/02/2025	06/30/2025

All overtime timesheets must be attached to a classified overtime request form.