



## PAYROLL SERVICES DEPARTMENT

TO: Supervisors of Non-Academic Hourly Employees and Student Workers  
FROM: Payroll Services  
SUBJECT: Timesheet deadline

Below are the timesheet deadlines and reporting periods for Non-Academic Hourly Employees and Student Workers.

### 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.**