

PAYROLL SCHEDULE 2024 & 2025

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SUBMIT TIME SHEETS FOR PERIOD OF	WORKSTUDY TIME SHEETS DUE IN CAREER CENTRE		ALL OTHER TIME SHEETS DUE IN PAYROLL OFFICE	PAY DATE
	CONTINUING ED. TIME SHEETS DUE IN PAYROLL OFFICE			
	by3:00 P.M.	by3:00 P.M.		
2024				
De24 - Ja08	Ja04	Ja08	Ja5	PP 01
Ja09 - Ja23	Ja20	Ja22	Ja31	PP 02
Ja24 - Fb08	Fb06	Fb08	Fb5	PP 03
Fb09 - Fb23	Fb *	Fb22 *	Fb29	PP 04
Fb24 - M08	M06	M08	M5	PP 05
M09 - M23	M9	M21	M28	PP 06
Mar. 24 - Mar. 31	Mar. 22 **	Mar. 26 **	5	PP 07 FYE
01-08	Apr. 04 *	Apr. 08 *	5	PP 07
09 - 23	9	23	30	PP 08
24 - 08	M06	M08	M5	PP 09
09 - 23	M22 *	M24 *	M31	PP 0
24 - Ju08	Ju05	Ju07	Ju4	PP 1
Ju09 - Ju23	Ju9	Ju21	Ju28	PP 2
Ju24 - Ju08	Ju04	Ju08	Ju5	PP 3
Ju09 - Ju23	Ju22	Ju24	Ju31	PP 4
Ju24 - 08	06	08	5	PP 5
09 - 23	21	23	30	PP 6
24 - Sp08	Sp04	Sp06	Sp3	PP 7
Sp09 - Sp23	Sep. 18 *	Sep. 20 *	Sep. 27	PP 8
Sp24 - Oct08	Oct03 *	Oct07 *	Oct5	PP 9
Oct09 - Oct23	Oct22	Oct24	Oct31	PP 20
Oct24 - N08	N05 *	N07 *	N05	PP 21
N09 - N23	N20	N22	N29	PP 22
N24 - De08	De04	De06	De3	PP 23
Dec. 09 - Dec. 23	Dec. 14	Dec. 17 ***	Dec. 24	PP 24 XMAS
2025				
De24 - Ja08	Ja06	Ja08	Ja5	PP 01
Ja09 - Ja23	Ja22	Ja24	Ja31	PP 02
Ja24 - Fb08	Fb05	Fb07	Fb4	PP 03
Fb09 - Fb23	Fb9 *	Fb21	Fb28	PP 04
Fb24 - M08	M05	M07	M4	PP 05
M09 - M23	M8	M20	M27	PP 06
Mar. 24 - Mar. 31	Mar. 21 **	Mar. 25 **	5	PP 07 FYE

* NOTE (1)- Earlier deadlines due to Statutory Holiday [Click](#)

** NOTE (2) - A separate timesheet for March 24-31 must be submitted by March 26/24 and March 26/25 to accommodate the Finance year-end. The pay date remains at April 15.

*** NOTE (3) -