

PAYROLL SCHEDULE 2024 & 2025

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SUBMIT TIME SHEETS

SUBMIT TIMESHEET

APPROVAL SUBMISSION

PAY DATE

FOR PERIOD OF

by 11:59 P.M.

COMPLETION

by 11:59 P.M.

2024					
FOR PERIOD OF	SUBMIT TIMESHEET	APPROVAL SUBMISSION	PAY DATE		
Dec. 24 - Jan. 08	Jan. 08	Jan. 09	Jan. 15	PP 01	
Jan. 09 - Jan. 23	Jan. 23	Jan. 24	Jan. 31	PP 02	
Jan. 24 - Feb. 08	Feb. 08	Feb. 09	Feb. 15	PP 03	
Feb. 09 - Feb. 23	Feb. 22 *	Feb. 23 *	Feb. 29	PP 04	
Feb. 24 - Mar. 08	Mar. 08	Mar. 11	Mar. 15	PP 05	
Mar. 09 - Mar. 23	Mar. 21	Mar. 22	Mar. 28	PP 06	
Mar. 24 - Mar. 31	Report by Mar. 26 **	Apr. 09 **	Apr. 15	PP 07	FYE
Apr. 01 - Apr. 08	Apr. 08 *	Apr. 09 *	Apr. 15	PP 07	
Apr. 09 - Apr. 23	Apr. 23	Apr. 24	Apr. 30	PP 08	
Apr. 24 - May 08	May. 08	May. 09	May. 15	PP 09	
May 09 - May 23	May. 24 *	May. 27 *	May. 31	PP 10	
May 24 - Jun. 08	Jun. 07	Jun. 10	Jun. 14	PP 11	
Jun. 09 - Jun. 23	Jun. 21	Jun. 24	Jun. 28	PP 12	
Jun. 24 - Jul. 08	Jul. 08	Jul. 09	Jul. 15	PP 13	
Jul. 09 - Jul. 23	Jul. 24	Jul. 25	Jul. 31	PP 14	
Jul. 24 - Aug. 08	Aug. 08	Aug. 09	Aug. 15	PP 15	
Aug. 09 - Aug. 23	Aug. 23	Aug. 26	Aug. 30	PP 16	
Aug. 24 - Sept. 08	Sep. 06	Sep. 09	Sep. 13	PP 17	
Sept. 09 - Sept. 23	Sep. 2\$	Sep. 2'	Sep. 27	PP 18	
Sept. 24 - Oct. 08	Oct. 07 *	Oct. 08 *	Oct. 15	PP 19	
Oct. 09 - Oct. 23	Oct. 24	Oct. 25	Oct. 31	PP 20	
Oct. 24 - Nov. 08	Nov. 07 *	Nov. 08 *	Nov. 15	PP 21	
Nov. 09 - Nov. 23	Nov. 22	Nov. 25	Nov. 29	PP 22	
Nov. 24 - Dec. 08	Dec. 06	Dec. 09	Dec. 13	PP 23	
Dec. 09 - Dec. 23	Dec. 17 ***	Dec. 18 ***	Dec. 24	PP 24	XMAS
2025					
Dec. 24 - Jan. 08	Jan. 0	Jan. 0	Jan. 15	PP 01	
Jan. 09 - Jan. 23	Jan. 24	Jan. 27	Jan. 31	PP 02	
Jan. 24 - Feb. 08	Feb. 07	Feb. 10	Feb. 14	PP 03	
Feb. 09 - Feb. 23	Feb. 21	Feb. 24	Feb. 28	PP 04	
Feb. 24 - Mar. 08	Mar. 07	Mar. 10	Mar. 14	PP 05	
Mar. 09 - Mar. 23	Mar. 24	Mar. 25	Mar. 27	PP 06	
Mar. 24 - Mar. 31	Report by Mar. 26 **	Apr. 09 **	Apr. 15	PP 07	FYE

