



Semi-Monthly
Pay Period/Timesheet Schedule
Academic Year 2024-2025

Pay Period (Work Hours)	Timesheets DUE	Pay Day
August 17-31	September 3	September 13
September 1-16	September 18	September 30
September 17-30	October 2	October 15
October 1-16	October 18	October 31
October 17-31	November 4	November 15
November 1-16	<i>November 18*</i>	November 26
November 17-30	December 3	December 13
December 1-16	<i>December 17*</i>	December 31
December 17-31	January 3	January 15
January 1-16	January 21	January 31
January 17-31	February 4	February 14
February 1-16	<i>February 17*</i>	February 28
February 17-29	March 4	March 14
March 1-16	March 18	March 31
March 17-31	April 2	April 15
April 1-16	April 18	April 30
April 17-30	May 2	May 15
May 1-16	May 20	May 30
May 17-31	June 3	June 13
June 1-16	June 18	June 30
June 17-30	July 2	July 15
July 1-16	July 18	July 31
July 17-31	August 4	August 15
August 1-16	August 19	August 29

*Note that normally Timesheets are due within two (2) business days after the end of a pay period. Timesheet Due Dates noted with the *asterisk (*)* indicate Timesheets are due within one (1) business day because of banking and holiday schedules. Please be mindful of these due dates to ensure each semi-monthly payroll runs smoothly.