

FY2025 Semi-monthly Timecards:

Timecards for wage employees (hourly rate) are due on the last day of the pay period.

Supervisors:

Please ensure that your employees' timecards are submitted and approved by the **Due Dates indicated below**; timecards not approved will delay your employees' pay until the next payroll cycle.

Semi-monthly Timecard Deadlines and Payroll Schedule

* If this due date falls on a weekend, submit your timecard on the Friday before.

* All newly hired employees will initially receive paper checks. Any changes to direct deposit information submitted after the stated deadline will be applied to the following payroll cycle.

Pay Period Start Date	Pay Period End Date & Timecard Due Date *	Supervisor Approval Due by 3pm	Direct Deposit Update Deadline*	Payday
9/1/2024	9/15/2024	9/16/2024	9/17/2024	9/20/2024
9/16/2024	9/30/2024	10/1/2024	10/2/2024	10/7/2024
10/1/2024	10/15/2024	10/16/2024	10/17/2024	10/22/2024
10/16/2024	10/31/2024	11/1/2024	11/4/2024	11/7/2024
11/1/2024	11/15/2024	11/18/2024	11/19/2024	11/22/2024
11/16/2024	11/30/2024	12/2/2024	12/3/2024	12/6/2024
12/1/2024	12/15/2024	12/16/2024	12/16/2024	12/20/2024
12/16/2024	12/31/2024	1/2/2025	1/5/2025	1/8/2025
1/1/2025	1/15/2025	1/16/2025	1/20/2025	1/23/2025
1/16/2025	1/31/2025	2/3/2025	2/4/2025	2/7/2025
2/1/2025	2/15/2025	2/17/2025	2/18/2025	2/21/2025
2/16/2025	2/28/2025	3/3/2025	3/4/2025	3/7/2025
3/1/2025	3/15/2025	3/17/2025	3/18/2025	3/21/2025
3/16/2025	3/31/2025	4/1/2025	4/2/2025	4/7/2025
4/1/2025	4/15/2025	4/16/2025	4/17/2025	4/22/2025
4/16/2025	4/30/2025	5/1/2025	5/4/2025	5/7/2025
5/1/2025	5/15/2025	5/16/2025	5/19/2025	5/22/2025
5/16/2025	5/31/2025	6/2/2025	6/3/2025	6/6/2025
6/1/2025	6/15/2025	6/16/2025	6/17/2025	6/20/2025
6/16/2025	6/30/2025	7/1/2025	7/2/2025	7/8/2025
7/1/2025	7/15/2025	7/16/2025	7/17/2025	7/22/2025
7/16/2025	7/31/2025	8/1/2025	8/4/2025	8/7/2025
8/1/2025	8/15/2025	8/18/2025	8/19/2025	8/22/2025
8/16/2025	8/31/2025	9/2/2025	9/3/2025	9/8/2025