

FY2025 Salaried Timecards:

Time records for salaried employees are due at the Payroll Office by the FIRST working day of the month following the pay period. Salaried time records are important for determining applicable overtime pay and for maintaining accurate vacation, sick, and other leave balances.

Supervisors:

It is your responsibility to ensure that your employees' timecards are **submitted and approved by the Time Entry Due Date** as noted in the schedule below. Timecards not approved by the due date will result in inaccurate overtime calculations and incorrect leave balances.

Monthly Timecard Deadlines and Payroll Schedule

Pay Period Start Date	Pay Period End Date	Time Entry Due Date	Payday
9/1/2024	9/30/2024	10/1/2024	10/1/2024
10/1/2024	10/31/2024	11/1/2024	11/1/2024
11/1/2024	11/30/2024	12/2/2024	12/2/2024
12/1/2024	12/31/2024	1/2/2025	1/2/2025
1/1/2025	1/31/2025	2/3/2025	2/3/2025
2/1/2025	2/28/2025	3/3/2025	3/3/2025
3/1/2025	3/31/2025	4/1/2025	4/1/2025
4/1/2025	4/30/2025	5/1/2025	5/1/2025
5/1/2025	5/31/2025	6/2/2025	6/2/2025
6/1/2025	6/30/2025	7/1/2025	7/1/2025
7/1/2025	7/31/2025	8/1/2025	8/1/2025
8/1/2025	8/31/2025	9/2/2025	9/2/2025