

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.

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