MONTHLY PAYROLL SCHEDULE 2024 - 2025

Month	Payroll ID	Supervisors/Managers approve pending time deadline @ 5PM	CTOD & LWOP Deadline @ 5PM	Return LOA & Timekeepers Approvals - Deadline @ 5PM	CAMPUS LOCKOUT @ 5PM EHRA & SHRA actions plus Supplemental Pay must be entered into the HR system & supporting documentation submitted to HRIM	Distribution Changes Completed @ 5PM	Authorization & Supplemental Pay Detail Report Approval @ 5PM	Payroll Confirmed (Lockout remains pending Distribution)	Pay Day	Off-Cycle Check Request Deadline @5PM **	Off Cycle Check Payday	Holidays / Comments
July	20251R01	Jul 6	Jul 12	Jul 12	Jul 16	Jul 18	Jul 22	Jul 24	Jul 31	Aug 6	Aug 15	Independence Day Thur Jul 4
Aug	20251R02	Aug 6	Aug 9	Aug 16	Aug 15	Aug 19	Aug 22	Aug 23	Aug 30	Sep 5	Sep 13	
Sep	20251R03	Sep 6	Sept 13	Sept 13	Sep 13	Sep 17	Sep 20	Sep 23	Sep 30	Oct 4	Oct 15	Labor Day Mon Sept 2
Oct	20251R04	Oct 6	Oct 11	Oct 18	Oct 16	Oct 18	Oct 23	Oct 24	Oct 31	Nov 6	Nov 15	
Nov	20251R05	Nov 6	Nov 8	Nov 8	Nov 12	Nov 14	Nov 19	Nov 20	*Nov 27	N/A	Pay on 1R06	Thanksgiving Nov 28-29
Dec	20251R06	*Dec 1	*Nov 29	*Dec 6	*Dec 5	*Dec 9	*Dec 12	*Dec 13	*Dec 20	Jan 6	Jan 15	Winter Break Dec 21-Jan 1
Jan	20251R07	Jan 6	Jan 10	Jan 17	Jan 15	Jan 17	Jan 23	Jan 24	Jan 31	Feb 6	Feb 14	ML King Jr Mon Jan 20
Feb	20251R08	Feb 6	Feb 7	Feb 14	Feb 13	Feb 17	Feb 20	Feb 21	Feb 28	Mar 6	Mar 14	
Mar	20251R09	Mar 6	Mar 14	Mar 14	Mar 14	Mar 18	Mar 21	Mar 24	Mar 31	Apr 4	Apr 15	
Apr	20251R10	Apr 6	Apr 11	Apr 11	Apr 15	Apr 17	Apr 22	Apr 23	Apr 30	May 6	May 15	
May	20251R11	May 6	May 9	May 9	May 14	May 16	May 21	May 22	May 30	Jun 5	Jun 13	Memorial Day Mon May 26
June	20251R12	Jun 6	Jun 6	Jun 6	Jun 10	Jun 12	Jun 17	Jun 18	Jun 30	Jul 7	Jul 15	

CTOD - CompTime on Demand

LWOP - Leave Without Pay

LOA   - Leave of Absence

Deviations Due to Holiday

** By this date, an Off-Cycle Check Request form must be submitted to the appropriate Personnel Office & received by Payroll. All related backup must be completed & approved.

Deadlines are 5 PM unless otherwise noted