

# STUDENT PAYROLL SCHEDULE (2024-2025)

PAY PERIOD DATES	SUBMISSION DATE HR DOCUMENTS DUE TO HR BY 3:00pm	SUBMISSION DATE TIME CARDS DUE TO MANAGER BY 1:00pm	SUBMISSION DATE TIME CARDS DUE TO PAYROLL BY 9:00am	PAY DATE	HELPFUL INFO
<b>*DOCUMENTS/TIME CARDS DUE EARLY*</b>					
05/04/24 - 05/17/24	05/03/24	05/17/24	05/20/24	05/31/24	
05/18/24 - 05/31/24	05/17/24	05/31/24	06/03/24	06/14/24	*Memorial Day (5/27) - University Closed
06/01/24 - 06/14/24	05/31/24	06/14/24	06/17/24	06/28/24	
06/15/24 - 06/28/24	06/14/24	06/28/24	07/01/24	07/12/24	*Juneteenth (6/19) - University Closed
06/29/24 - 07/12/24	06/28/24	07/12/24	07/15/24	07/26/24	*Independence Day (7/4) - University Closed
07/13/24 - 07/26/24	07/12/24	07/26/24	07/29/24	08/09/24	
07/27/24 - 08/09/24	07/26/24	08/09/24	08/12/24	08/23/24	
08/10/24 - 08/23/24	08/09/24	08/23/24	08/26/24	09/06/24	
08/24/24 - 09/06/24	08/23/24	08/26/24	09/09/24	09/20/24	*Labor Day (9/2) - University Closed
09/07/24 - 09/20/24	09/06/24	09/20/24	09/23/24	10/04/24	
09/21/24 - 10/04/24	09/20/24	10/04/24	10/07/24	10/18/24	
10/05/24 - 10/18/24	10/04/24	10/18/24	10/21/24	11/01/24	
10/19/24 - 11/01/24	10/18/24	11/01/24	11/04/24	11/15/24	
11/02/24 - 11/15/24	11/01/24	11/15/24	11/18/24	11/29/24	*Veterans Day (11/11) - University Closed
11/16/24 - 11/29/24	11/15/24	11/29/24	12/02/24	12/13/24	*Thanksgiving Break (11/28-11/29) - University Closed
11/30/24 - 12/13/24	11/29/24	12/13/24	12/16/24	12/27/24	
12/14/24 - 12/27/24	12/13/24	12/20/24	12/23/24	01/10/25	*Christmas Holiday (12/24-12/25) - University Closed *Winter Break (12/26-12/31) - University Closed
12/28/24 - 01/10/25	12/27/24	01/10/25	01/10/25	01/24/25	*Winter Break (12/26-12/31)-University Closed *New Years Day (1/1) - University Closed
01/11/25 - 01/24/25	01/10/25	01/24/25	01/27/25	02/07/25	*Martin Luther King Jr Day (1/20) - University Closed
01/25/25 - 02/07/25	01/24/25	02/07/25	02/10/25	02/21/25	
02/08/25 - 02/21/25	02/07/25	02/21/25	02/24/25	03/07/25	
02/22/25 - 03/07/25	02/21/25	03/07/25	03/10/25	03/21/25	
03/08/25 - 03/21/25	03/07/25	03/21/25	03/24/25	04/04/25	
03/22/25 - 04/04/25	03/21/25	04/04/25	04/07/25	04/18/25	
04/05/25 - 04/18/25	04/04/25	04/18/25	04/21/25	05/02/25	
04/19/25 - 05/02/25	04/18/25	05/02/25	05/05/25	05/16/25	
05/03/25 - 05/16/25	05/02/25	05/16/25	05/19/25	05/30/25	
05/17/25 - 05/30/25	05/16/25	05/30/25	06/02/25	06/13/25	*Memorial Day (5/26) - University Closed
05/31/25 - 06/13/25	05/30/25	06/13/25	06/16/25	06/27/25	
06/14/25 - 06/27/25	06/13/25	06/27/25	06/30/25	07/11/25	*Juneteenth (6/19) - University Closed
06/28/25 - 07/11/25	06/27/25	07/11/25	07/14/25	07/25/25	*Independence Day (7/4) - University Closed
07/12/25 - 07/25/25	07/11/25	07/25/25	07/28/25	08/08/25	
07/26/25 - 08/08/25	07/25/25	08/08/25	08/11/25	08/22/25	
<b>OBSERVED HOLIDAYS/BREAKS</b>					
Memorial Day - May 27, 2024			Winter Break - December 26-31, 2024		
Juneteenth - June 19, 2024			New Year - January 1, 2025		
Independence Day - July 4, 2024			Martin Luther King Day - January 20, 2025		
Labor Day - September 2, 2024			Memorial Day - May 26, 2025		
Veterans Day - November 11, 2024			Juneteenth - June 19, 2025		
Thanksgiving - November 28-29, 2024			Independence Day - July 4, 2025		
Christmas - December 24 & 25, 2024					

