



FY 2024-2025 Time Card Schedule Full Time Current / Faculty

Supervisors: Please ensure that employees' timecards are submitted and approved by the Due Dates indicated below; failure to approve may delay employees' pay until the next payroll cycle.

	Payroll Period	Time Cards Due by 10 am	HR Notes Due Date	Pay Date at or before 5pm	Holidays
1	09/01/24 - 09/15/24	09/03/24	09/03/24	09/13/24	Labor Day Sept. 2
2	09/16/24 - 09/30/24	09/16/24	09/16/24	09/30/24	
3	10/01/24 - 10/15/24	10/01/24	10/01/24	10/15/24	
4	10/16/24 - 10/31/24	10/16/24	10/16/24	10/31/24	
5	11/01/24 - 11/15/24	11/01/24	11/01/24	11/15/24	
6	11/16/24 - 11/30/24	11/18/24	11/18/24	11/29/24	Thanksgiving Nov 27, 28 & 29
7	12/01/24 - 12/15/24	12/02/24	12/02/24	12/13/24	
8	12/16/24 - 12/31/24	12/16/24	12/16/24	12/31/24	Winter Break Dec 23 to Jan 3, 2025
9	01/01/25 - 01/15/25	01/06/25	01/06/25	01/15/25	
10	01/16/25 - 01/31/25	01/16/25	01/16/25	01/31/25	
11	02/01/25 - 02/15/25	02/03/25	02/03/25	02/14/25	
12	02/16/25 - 2/29/2025	02/17/25	02/17/25	02/28/25	Charro Day February 28
13	03/01/25 - 03/15/25	03/03/25	03/03/25	03/14/25	
14	03/16/25 - 03/31/25	03/24/25	03/24/25	03/31/25	Spring Break Mar. 17 -23
15	04/01/25 - 04/15/25	04/01/25	04/01/25	04/15/25	
16	04/16/25 - 04/30/25	04/16/25	04/16/25	04/30/25	Semester Break April 18
17	05/01/25 - 05/15/25	05/01/25	05/01/25	05/15/25	
18	05/16/25 - 05/31/25	05/16/25	05/16/25	05/30/25	Memorial Day May 26
19	06/01/25 - 06/15/25	06/02/25	06/02/25	06/13/25	
20	06/16/25 - 06/30/25	06/16/25	06/16/25	06/30/25	
21	07/01/25 - 07/15/25	07/01/25	07/01/25	07/15/25	Independence Day Jul 4
22	07/16/25 - 07/31/25	07/16/25	07/16/25	07/31/25	
23	08/01/25 - 08/15/25	08/01/25	08/01/25	08/15/25	
24	08/16/25 - 08/31/25	08/18/25	08/18/25	08/29/25	

Payroll Schedule may be subject to change.
New hires starting 08/01/19 will be paid in Arrears.

Updated Dec 3, 2024 Winter Break starts on Dec 23 and ends Jan 3, 2025