



## FY 2024-2025 Time Card Schedule Bi-weekly Part-time Arrears

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

*Payroll Schedule may be subject to change.*

Updated on Nov 25, 2024 Time cards/HR Notes are due on Dec 13, 2024