

To: Administrators, Department Heads, and Classified Employees
 From: Payroll
 Subject: **2024 – 2025** Timesheet Deadlines for Employees Paid Biweekly

PAY PERIOD	DEPT/WEB TIME DATES COVERED PAY PERIOD	ENTRY DEADLINE TUESDAYS @ NOON	PAYDAY
16	07/01/24 - 07/05/24	TUESDAY 07/09/24	TUESDAY 07/16/24
17	07/06/24 - 07/19/24	TUESDAY 07/23/24	TUESDAY 07/30/24
18	07/20/24 - 08/02/24	TUESDAY 08/06/24	TUESDAY 08/13/24
19	08/03/24 - 08/16/24	TUESDAY 08/20/24	TUESDAY 08/27/24
20	08/17/24 - 08/30/24	TUESDAY 09/03/24	TUESDAY 09/10/24
21	08/31/24 - 09/13/24	TUESDAY 09/17/24	TUESDAY 09/24/24
22	09/14/24 - 09/27/24	TUESDAY 10/01/24	TUESDAY 10/08/24
23	09/28/24 - 10/11/24	TUESDAY 10/15/24	TUESDAY 10/22/24
24	10/12/24 - 10/25/24	TUESDAY 10/29/24	TUESDAY 11/05/24
25	10/26/24 - 11/08/24	TUESDAY 11/12/24	TUESDAY 11/19/24
26 ***	11/09/24 - 11/22/24	FRIDAY 11/22/24	TUESDAY 12/03/24
27	11/23/24 - 12/06/24	TUESDAY 12/10/24	TUESDAY 12/17/24
28 ***	12/07/24 - 12/20/24	WEDNESDAY 12/18/24	TUESDAY 12/31/24
01	12/21/24 - 01/03/25	TUESDAY 01/07/25	TUESDAY 01/14/25
02	01/04/25 - 01/17/25	TUESDAY 01/21/25	TUESDAY 01/28/25
03	01/18/25 - 01/31/25	TUESDAY 02/04/25	TUESDAY 02/11/25
04	02/01/25 - 02/14/25	TUESDAY 02/18/25	TUESDAY 02/25/25
05	02/15/25 - 02/28/25	TUESDAY 03/04/25	TUESDAY 03/11/25
06	03/01/25 - 03/14/25	TUESDAY 03/18/25	TUESDAY 03/25/25
07	03/15/25 - 03/28/25	TUESDAY 03/25/25	TUESDAY 04/08/25
08	03/29/25 - 04/11/25	TUESDAY 04/15/25	TUESDAY 04/22/25
09	04/12/25 - 04/25/25	TUESDAY 04/29/25	TUESDAY 05/06/25
10	04/26/25 - 05/09/25	TUESDAY 05/13/25	TUESDAY 05/20/25
11	05/10/25 - 05/23/25	TUESDAY 05/27/25	TUESDAY 06/03/25
12	05/24/25 - 06/06/25	TUESDAY 06/10/25	TUESDAY 06/17/25
13	06/07/25 - 06/20/25	TUESDAY 06/24/25	TUESDAY 07/01/25
14 *10 days	06/21/25 - 06/30/25	MONDAY 06/30/25	TUESDAY 07/15/25

Timesheets are due on the deadline date as state ð
 BOLD LETTERIN I ? Schedule subject to change * watch for email updates +

Rev: 5/8/24

BOARD OF TRUSTEES
 ALAN WONG, PRESIDENT • ANITA MARTINEZ, VICE PRESIDENT
 ALIYA CHISTI • MURRELL GREEN • SHANELL WILLIAMS • SUSAN SOLOMON • VICK VAN CHUNG
 • STUDENT TRUSTEE MALINALLI VILLALOBOS • DAVID MARTIN, CHANCELLOR