

Full-time Web Time Sheet Schedule | 2024-2025

Please follow this schedule for Web Time Sheets

REPORT HOURS WORKED IN FOLLOWING PERIODS	EMPLOYEE MUST SUBMIT NO LATER THAN:	SUPERVISOR MUST APPROVE NO LATER THAN:	PAY DATE	PAYROLL #
June 23 - July 6	July 8, 2024	July 10, 2024	July 5, 2024	14
July 7 - July 20	July 22, 2024	July 24, 2024	July 19, 2024	15
July 21 - August 3	August 5, 2024	August 7, 2024	August 2, 2024	16
August 4 - August 17	August 19, 2024	August 21, 2024	August 16, 2024	17
August 18 - August 31	* September 3, 2024	September 4, 2023	August 30, 2024	18
September 1 - September 14	September 16, 2024	September 18, 2024	September 13, 2024	19
September 15 - September 28	September 30, 2024	October 2, 2024	September 27, 2024	20
September 29 - October 12	October 14, 2024	October 16, 2024	October 11, 2024	21
October 13 - October 26	October 28, 2024	October 30, 2024	October 25, 2024	22
October 27 - November 9	November 11, 2024	November 13, 2024	November 8, 2024	23
November 10 - November 23	November 25, 2024	+November 26, 2024	November 22, 2024	24
November 24 - December 7	December 9, 2024	December 11, 2024	December 6, 2024	25
December 8 - December 21	* January 2, 2025	* January 3, 2025	December 20, 2024	26
December 22 - January 4	January 6, 2025	January 8, 2025	January 3, 2025	1
January 5 - January 18	* January 21, 2025	January 22, 2025	January 17, 2025	2
January 19 - February 1	February 3, 2025	February 5, 2025	January 31, 2025	3
February 2 - February 15	February 17, 2025	February 19, 2025	February 14, 2025	4
February 16 - March 1	March 3, 2025	March 5, 2025	February 28, 2025	5
March 2 - March 15	* March 24, 2025	* March 26, 2025	March 14, 2025	6
March 16 - March 29	March 31, 2025	April 2, 2025	March 28, 2025	7
March 30 - April 12	April 14, 2025	April 16, 2025	April 11, 2025	8
April 13 - April 26	April 28, 2025	April 30, 2025	April 25, 2025	9
April 27 - May 10	May 12, 2025	May 14, 2025	May 9, 2025	10
May 11 - May 24	* May 27, 2025	May 28, 2025	May 23, 2025	11
May 25 - June 7	June 9, 2025	June 11, 2025	June 6, 2025	12
June 8 - June 21	June 23, 2025	June 25, 2025	June 20, 2025	13

* Extra time given due to the Holiday Break

+ Early deadline due to Thanksgiving break

VALENCIA COLLEGE