

# Part-time and Work-Study Time Sheet Schedule | 2024-2025

Please follow this schedule for Web Time Sheets. Employees who do not submit their time by the posted employee deadline will need to work with their approver to get those hours submitted, which can cause a delay in pay.

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

+ Extra time given due to the Holiday

\*\* Deadlines fall on a Holiday break! If employee is not working during the Holiday Break, the timesheet can be submitted and approved on the employee's last day working in the pay period.