

2024-2025 Time Sheet Deadlines

Payroll Period Dates	Deadline to Submit to Approver	Approver Deadline	PayDate	Pay ID
8/25/2024 thru 9/7/2024	9/10/2024 by 12:00 p.m.	9/12/2024 by 5:00 p.m.	9/30/2024	MN 9 SM 18
9/8/2024 thru 9/21/2024	9/24/2024 by 12:00 p.m.	9/26/2024 by 5:00 p.m.	10/15/2024	SM 19
9/22/2024 thru 10/5/2024	10/8/2024 by 12:00 p.m.	10/10/2024 by 5:00 p.m.	10/31/2024	MN 10 SM 20
10/6/2024 thru 10/19/2024	10/22/2024 by 12:00 p.m.	10/24/2024 by 5:00 p.m.	11/15/2024	SM 21
10/20/2024 thru 11/2/2024	11/5/2024 by 12:00 p.m.	11/7/2024 by 5:00 p.m.	11/29/2024	MN 11 SM 22
11/3/2024 thru 11/16/2024	11/19/2024 by 12:00 p.m.	11/21/2024 by 5:00 p.m.	12/13/2024	SM 23
11/17/2024 thru 11/30/2024	12/3/2024 by 12:00 p.m.	12/5/2024 by 5:00 p.m.	12/31/2024	MN 12 SM 24
12/1/2024 thru 12/21/2024	1/7/2025 by 12:00 p.m.	1/9/2025 by 5:00 p.m.	1/15/2025	SM 1
12/22/2024 thru 1/11/2025	1/14/2025 by 12:00 p.m.	1/16/2025 by 5:00 p.m.	1/31/2025	MN 1 SM 2
1/12/2025 thru 1/25/2025	1/28/2025 by 12:00 p.m.	1/30/2025 by 5:00 p.m.	2/14/2025	SM 3
1/26/2025 thru 2/8/2025	2/11/2025 by 12:00 p.m.	2/13/2025 by 5:00 p.m.	2/28/2025	MN 2 SM 4
2/9/2025 thru 2/22/2025	2/25/2025 by 12:00 p.m.	2/27/2025 by 5:00 p.m.	3/14/2025	SM 5
2/23/2025 thru 3/15/2025	3/18/2025 by 12:00 p.m.	3/20/2025 by 5:00 p.m.	3/31/2025	MN 3 SM 6
3/16/2025 thru 3/29/2025	4/1/2025 by 12:00 p.m.	4/3/2025 by 5:00 p.m.	4/15/2025	SM 7
3/30/2025 thru 4/12/2025	4/15/2025 by 12:00 p.m.	4/17/2025 by 5:00 p.m.	4/30/2025	MN 4 SM 8
4/13/2025 thru 4/26/2025	4/29/2025 by 12:00 p.m.	5/1/2025 by 5:00 p.m.	5/15/2025	SM 9
4/27/2025 thru 5/10/2025	5/13/2025 by 12:00 p.m.	5/15/2025 by 5:00 p.m.	5/30/2025	MN 5 SM 10
5/11/2025 thru 5/24/2025	5/27/2025 by 12:00 p.m.	5/29/2025 by 5:00 p.m.	6/13/2025	SM 11
5/25/2025 thru 6/7/2025	6/10/2025 by 12:00 p.m.	6/12/2025 by 5:00 p.m.	6/30/2025	MN 6 SM 12
6/8/2025 thru 6/21/2025	6/24/2025 by 12:00 p.m.	6/26/2025 by 5:00 p.m.	7/15/2025	SM 13
6/22/2025 thru 7/12/2025	7/15/2025 by 12:00 p.m.	7/17/2025 by 5:00 p.m.	7/31/2025	MN 7 SM 14
7/13/2025 thru 7/26/2025	7/29/2025 by 12:00 p.m.	7/31/2025 by 5:00 p.m.	8/15/2025	SM 15
7/27/2025 thru 8/9/2025	8/12/2025 by 12:00 p.m.	8/14/2025 by 5:00 p.m.	8/29/2025	MN 8 SM 16
8/10/2025 thru 8/23/2025	8/26/2025 by 12:00 p.m.	8/28/2025 by 5:00 p.m.	9/15/2025	SM 17