

Note: this form is also available on our website in the Employee Zone.

2024-2025 Timecard Due Dates & Payroll Check Dates For Employees Paid Bi-Weekly

Payroll Check Date	Timecard Approved Date (<i>By Noon</i>)
July 3, 2024	June 28, 2024(<i>By end of day</i>)
July 18, 2024	July 15, 2024
August 1, 2024	July 29, 2024
August 15, 2024	August 12, 2024
August 29, 2024	August 26, 2024
September 12, 2024	September 9, 2024
September 26, 2024	September 23, 2024
October 10, 2024	October 7, 2024
October 24, 2024	October 21, 2024
November 7, 2024	November 4, 2024
November 21, 2024	November 18, 2024
December 5, 2024	December 2, 2024
December 19, 2024	December 16, 2024
January 2, 2025	December 27, 2024(<i>By end of day</i>)
January 16, 2025	January 13, 2025
January 30, 2025	January 27, 2025
February 13, 2025	February 10, 2025
February 27, 2025	February 24, 2025
March 13, 2025	March 10, 2025
March 27, 2025	March 24, 2025
April 10, 2025	April 7, 2025
April 24, 2025	April 21, 2025
May 8, 2025	May 5, 2025
May 22, 2025	May 19, 2025
June 5, 2025	June 2, 2025
June 18, 2025	June 13, 2025(<i>By end of day</i>)