



PAYROLL SCHEDULE 2024 & 2025

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SUBMIT TIME SHEETS FOR PERIOD OF	SUBMIT TIMESHEET TO APPROVER by 11:59 P.M.	APPROVAL SUBMISSION COMPLETION by 11:59 P.M.	PAY DATE	
2024				
Dec. 24 - Jan. 08	Jan. 08	Jan. 09	Jan. 15	PP 01
Jan. 09 - Jan. 23	Jan. 23	Jan. 24	Jan. 31	PP 02
Jan. 24 - Feb. 08	Feb. 08	Feb. 09	Feb. 15	PP 03
Feb. 09 - Feb. 23	Feb. 22 *	Feb. 23 *	Feb. 29	PP 04
Feb. 24 - Mar. 08	Mar. 08	Mar. 11	Mar. 15	PP 05
Mar. 09 - Mar. 23	Mar. 21	Mar. 22	Mar. 28	PP 06
Mar. 24 - Mar. 31	Report by Mar. 26 **	Apr. 09 **	Apr. 15	PP 07 FYE
Apr. 01 - Apr. 08	Apr. 08 *	Apr. 09 *	Apr. 15	PP 07
Apr. 09 - Apr. 23	Apr. 23	Apr. 24	Apr. 30	PP 08
Apr. 24 - May 08	May. 08	May. 09	May. 15	PP 09
May 09 - May 23	May. 24 *	May. 27 *	May. 31	PP 10
May 24 - Jun. 08	Jun. 07	Jun. 10	Jun. 14	PP 11
Jun. 09 - Jun. 23	Jun. 21	Jun. 24	Jun. 28	PP 12
Jun. 24 - Jul. 08	Jul. 08	Jul. 09	Jul. 15	PP 13
Jul. 09 - Jul. 23	Jul. 24	Jul. 25	Jul. 31	PP 14
Jul. 24 - Aug. 08	Aug. 08	Aug. 09	Aug. 15	PP 15
Aug. 09 - Aug. 23	Aug. 23	Aug. 26	Aug. 30	PP 16
Aug. 24 - Sept. 08	Sep. 06	Sep. 09	Sep. 13	PP 17
Sept. 09 - Sept. 23	Sept. 20 *	Sept. 23 *	Sept. 27	PP 18
Sept. 24 - Oct. 08	Oct. 07 *	Oct. 08 *	Oct. 15	PP 19
Oct. 09 - Oct. 23	Oct. 24	Oct. 25	Oct. 31	PP 20
Oct. 24 - Nov. 08	Nov. 07 *	Nov. 08 *	Nov. 15	PP 21
Nov. 09 - Nov. 23	Nov. 22	Nov. 25	Nov. 29	PP 22
Nov. 24 - Dec. 08	Dec. 06	Dec. 09	Dec. 13	PP 23
Dec. 09 - Dec. 23	Dec. 17 ***	Dec. 18 ***	Dec. 24	PP 24 XMAS
2025				
Dec. 24 - Jan. 08	Jan. 08	Jan. 09	Jan. 15	PP 01
Jan. 09 - Jan. 23	Jan. 24	Jan. 27	Jan. 31	PP 02
Jan. 24 - Feb. 08	Feb. 07	Feb. 10	Feb. 14	PP 03
Feb. 09 - Feb. 23	Feb. 21	Feb. 24	Feb. 28	PP 04
Feb. 24 - Mar. 08	Mar. 07	Mar. 10	Mar. 14	PP 05
Mar. 09 - Mar. 23	Mar. 24	Mar. 25	Mar. 27	PP 06
Mar. 24 - Mar. 31	Report by Mar. 26 **	Apr. 09 **	Apr. 15	PP 07 FYE

* NOTE (1)- Earlier deadlines due to Statutory Holidays

[Click here for Statutory Holiday dates](#)

** NOTE (2) - A separate timesheet for March 24-31 must be submitted by March 26/24 and March 26/25 to accommodate the Finance year-end. The pay date remains at April 15.

*** NOTE (3) - Pending HR Approval Re: UFV Holiday Closure

Contact Us:

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