

DEADLINES FOR SUBMITTING/APPROVING TIME RECORDS

Updated 11/20/2024

<u>Bi-Weekly - Hourly Staff/Temps/Students</u>				<u>Semi-Monthly - Salaried Staff / Faculty</u>			
Pay Periods	Employee Submission	Approval Deadline	No.	Pay Periods	Employee Submission	Approval Deadline	No.
	5 PM	4 PM			5 PM	4 PM	
11/10/24 - 11/23/24	11/22/2024	11/25/2024	25	11/01/24 - 11/15/24	11/5/2024	11/6/2024	21
11/24/24 - 12/07/24	12/9/2024	12/10/2024	26	11/16/24 - 11/30/24	11/19/2024	11/20/2024	22
12/08/24 - 12/21/24	12/18/2024	12/19/2024	1	12/01/24 - 12/15/24	12/3/2024	12/4/2024	23
12/22/24 - 01/04/25	1/6/2025	1/7/2025	2	12/16/24 - 12/31/24	12/13/2024	12/16/2024	24
01/05/25 - 01/18/25	1/20/2025	1/21/2025	3	01/01/25 - 01/15/25	1/5/2025	1/6/2025	1
01/19/25 - 02/01/25	2/3/2025	2/4/2025	4	01/16/25 - 01/31/25	1/21/2025	1/22/2025	2
02/02/25 - 02/15/25	2/17/2025	2/18/2025	5	02/01/25 - 02/15/25	2/4/2025	2/5/2025	3
02/16/25 - 03/01/25	3/3/2025	3/4/2025	6	02/16/25 - 02/28/25	2/18/2025	2/19/2025	4
03/02/25 - 03/15/25	3/17/2025	3/18/2025	7	03/01/25 - 03/15/25	3/4/2025	3/5/2025	5
03/16/25 - 03/29/25	3/31/2025	4/1/2025	8	03/16/25 - 03/31/25	3/19/2025	3/20/2025	6
03/30/25 - 04/12/25	4/14/2025	4/15/2025	9	04/01/25 - 04/15/25	4/3/2025	4/4/2025	7
04/13/25 - 04/26/25	4/28/2025	4/29/2025	10	04/16/25 - 04/30/25	4/18/2025	4/21/2025	8
04/27/25 - 05/10/25	5/12/2025	5/13/2025	11	05/01/25 - 05/15/25	5/5/2025	5/6/2025	9
05/11/25 - 05/24/25	5/23/2025	5/27/2025	12	05/16/25 - 05/31/25	5/19/2025	5/20/2025	10
05/25/25 - 06/07/25	6/9/2025	6/10/2025	13	06/01/25 - 06/15/25	6/3/2025	6/4/2025	11
06/08/25 - 06/21/25	6/23/2025	6/24/2025	14	06/16/25 - 06/30/25	6/18/2025	6/19/2025	12
06/22/25 - 07/05/25	7/7/2025	7/8/2025	15	07/01/25 - 07/15/25	7/2/2025	7/3/2025	13
07/06/25 - 07/19/25	7/21/2025	7/22/2025	16	07/16/25 - 07/31/25	7/21/2025	7/22/2025	14
07/20/25 - 08/02/25	8/4/2025	8/5/2025	17	08/01/25 - 08/15/25	8/5/2025	8/6/2025	15
08/03/25 - 08/16/25	8/18/2025	8/19/2025	18	08/16/25 - 08/31/25	8/19/2025	8/20/2025	16
08/17/25 - 08/30/25	8/29/2025	9/2/2025	19	09/01/25 - 09/15/25	9/3/2025	9/4/2025	17
08/31/25 - 09/13/25	9/15/2025	9/16/2025	20	09/16/25 - 09/30/25	9/18/2025	9/19/2025	18
09/14/25 - 09/27/25	9/29/2025	9/30/2025	21				

The Employee Submission deadline listed above is a recommendation. Departments have the authority to set their own deadlines for their employees.