

## **FY 2024-25 Human Resources Due Dates for Wages to be paid on Regular Semi-Monthly Payroll Dates**

**This information does NOT include Fall, Spring, or Summer Adjunct/Overload Contract dates.**

### **July 2024**

- All employee actions to be paid on July 15<sup>th</sup> pay date **must be submitted to HR by 3pm on July 8<sup>th</sup>.**
- All employee actions to be paid on July 31<sup>st</sup> pay date **must be submitted to HR by 3pm on July 26<sup>th</sup>.**

### **August 2024**

- All employee actions to be paid on August 15<sup>th</sup> pay date **must be submitted to HR by 3pm on August 7<sup>th</sup>.**
- All employee actions to be paid on August 30<sup>th</sup> pay date **must be submitted to HR by 3pm on August 23<sup>rd</sup>.**

### **September 2024**

- All employee actions to be paid on September 13<sup>th</sup> pay date **must be submitted to HR by 3pm on September 6<sup>th</sup>.**
- All employee actions to be paid on September 30<sup>th</sup> pay date **must be submitted to HR by 3pm on September 23<sup>rd</sup>.**

### **October 2024**

- All employee actions to be paid on October 15<sup>th</sup> pay date **must be submitted to HR by 3pm on October 8<sup>th</sup>.**
- All employee actions to be paid on October 31<sup>st</sup> pay date **must be submitted to HR by 3pm on October 24<sup>th</sup>.**

### **November 2024**

- All employee actions to be paid on November 15<sup>th</sup> pay date **must be submitted to HR by 3pm on November 8<sup>th</sup>.**
- All employee actions to be paid on November 27<sup>th</sup> pay date **must be submitted to HR by 3pm on November 19<sup>th</sup>.**

### **December 2024**

- All employee actions to be paid on December 13<sup>th</sup> pay date **must be submitted to HR by 3pm on December 5<sup>th</sup>.**
- All employee actions to be paid on December 30<sup>th</sup> pay date **must be submitted to HR by 3pm on December 13<sup>th</sup>.**

### January 2025

- All employee actions to be paid on January 15<sup>th</sup> pay date **must be submitted to HR by 3pm on January 8<sup>th</sup>.**
- All employee actions to be paid on January 31<sup>st</sup> pay date **must be submitted to HR by 3pm on January 24<sup>th</sup>.**

### February 2025

- All employee actions to be paid on February 14<sup>th</sup> pay date **must be submitted to HR by 3pm on February 7<sup>th</sup>.**
- All employee actions to be paid on February 28<sup>th</sup> pay date **must be submitted to HR by 3pm on February 21<sup>st</sup>.**

### March 2025

- All employee actions to be paid on March 14<sup>th</sup> pay date **must be submitted to HR by 3pm on March 7<sup>th</sup>.**
- All employee actions to be paid on March 31<sup>st</sup> pay date **must be submitted to HR by 3pm on March 24<sup>th</sup>.**

### April 2025

- All employee actions to be paid on April 15<sup>th</sup> pay date **must be submitted to HR by 3pm on April 8<sup>th</sup>.**
- All employee actions to be paid on April 30<sup>th</sup> pay date **must be submitted to HR by 3pm on April 23<sup>rd</sup>.**

### May 2025

- All employee actions to be paid on May 15<sup>th</sup> pay date **must be submitted to HR by 3pm on May 8<sup>th</sup>.**
- All employee actions to be paid on May 30<sup>th</sup> pay date **must be submitted to HR by 3pm on May 23<sup>rd</sup>.**

### June 2025

- All employee actions to be paid on June 13<sup>th</sup> pay date **must be submitted to HR by 3pm on June 6<sup>th</sup>.**
- All employee actions to be paid on June 30<sup>th</sup> pay date **must be submitted to HR by 3pm on June 23<sup>rd</sup>.**