JULY 2024 DEADLINES
1. Direct Deposit for June Master Pay Day
2. Mid-Month Paid Employees: Deadline to enter June Hours Worked (6/1 through 6/30)
   Absence Self Service Users: Key Absence for 6/1 through 6/30
3. Independence Day Holiday
4. Head Timekeepers: Deadline to Approve Timesheets
   Absence Self Service Approvers: Approve Absences online
5. Mid-Month Payday for June 2024 (Student Pay, Hourly Intermittent Pay, Overtime, Shift, Stipends)
6. PTF's due to Human Resources
7. Docks must be reported to the Payroll Office
8. Master Payday for July (Staff, Managers, Faculty)

AUGUST 2024 DEADLINES
7/31. Direct Deposit for July Master Pay Day
1. Mid-Month Paid Employees: Deadline to enter July Hours Worked (7/1 through 7/30)
   Absence Self Service Users: Key Absence for 7/1 through 7/30
2. Head Timekeepers: Deadline to Approve Timesheets
   Absence Self Service Approvers: Approve Absences online
3. Mid-Month Payday for July 2024 (Student Pay, Hourly Intermittent Pay, Overtime, Shift, Stipends)
4. PTF's due to Human Resources
5. Docks must be reported to the Payroll Office
6. Master Payday for August (Staff, Managers, Faculty)

SEPTEMBER 2024 DEADLINES
8/30. Direct Deposit for August Master Pay Day
2. Labor Day Holiday
3. Mid-Month Paid Employees: Deadline to enter August Hours Worked (7/31 through 8/29)
   Absence Self Service Users: Key Absence for 7/31 through 8/29
4. Head Timekeepers: Deadline to Approve Timesheets
   Absence Self Service Approvers: Approve Absences online
5. Mid-Month Payday for August 2024 (Student Pay, Hourly Intermittent Pay, Overtime, Shift, Stipends)
6. PTF's due to Human Resources
OCTOBER 2024 DEADLINES
1  Direct Deposit for September Master Pay Day
2  Mid-Month Paid Employees: Deadline to enter September Hours Worked (8/30 through 9/30)
   Absence Self Service Users: Key Absence for 8/30 through 9/30
4  Head Timekeepers: Deadline to Approve Timesheets
   Absence Self Service Approvers: Approve Absences online
15  Mid-Month Payday for September 2024 (Student Pay, Hourly Intermittent Pay, Overtime, Shift, Stipends)
17  PTF's due to Human Resources
22  Docks must be reported to the Payroll Office
30  Master Payday for October (Staff, Managers, Faculty)

NOVEMBER 2024 DEADLINES
10/31  Direct Deposit for October Master Pay Day
1  Mid-Month Paid Employees: Deadline to enter October Hours Worked (10/1 through 10/30)
   Absence Self Service Users: Key Absence for 10/1 through 10/30
5  Head Timekeepers: Deadline to Approve Timesheets
   Absence Self Service Approvers: Approve Absences online
11  Veteran's Day Holiday
14  PTF's due to Human Resources
15  Mid-Month Payday for October 2024 (Student Pay, Hourly Intermittent Pay, Overtime, Shift, Stipends)
19  Docks must be reported to the Payroll Office
27  Master Payday for November (Staff, Managers, Faculty)
28  Thanksgiving Holiday

DECEMBER 2024 DEADLINES
2  Direct Deposit for November Master Pay Day
3  Mid-Month Paid Employees: Deadline to enter November Hours Worked (10/31 through 11/30)
   Absence Self Service Users: Key Absence for 10/31 through 11/30
5  Head Timekeepers: Deadline to Approve Timesheets
   Absence Self Service Approvers: Approve Absences online
13 Mid-Month Payday for November 2024 (Student Pay, Hourly Intermittent Pay, Overtime, Shift, Stipends)
16 PTF's due to Human Resources
19 Docks must be reported to the Payroll Office
25-31 Winter Holiday Break
31 Master Payday for December (Staff, Managers, Faculty)

JANUARY 2025 DEADLINES
1 New Years Day Holiday
2 Direct Deposit for December Master Pay Day
3 Mid-Month Paid Employees: Deadline to enter December Hours Worked (12/1 through 12/31)
   Absence Self Service Users: Key Absence for 12/1 through 12/31
7 Head Timekeepers: Deadline to Approve Timesheets
   Absence Self Service Approvers: Approve Absences online
15 Mid-Month Payday for December 2024 (Student Pay, Hourly Intermittent Pay, Overtime, Shift, Stipends)
17 PTF's due to Human Resources
20 Martin Luther King Jr. Holiday
22 Docks must be reported to the Payroll Office
30 Master Payday for January (Staff, Managers, Faculty)

FEBRUARY 2025 DEADLINES
1/31 Direct Deposit for January Master Pay Day
3 Mid-Month Paid Employees: Deadline to enter January Hours Worked (1/1 through 1/30)
   Absence Self Service Users: Key Absence for 1/1 through 1/30
5 Head Timekeepers: Deadline to Approve Timesheets
   Absence Self Service Approvers: Approve Absences online
14 Mid-Month Payday for January 2025 (Student Pay, Hourly Intermittent Pay, Overtime, Shift, Stipends)
17 PTF's due to Human Resources
20 Docks must be reported to the Payroll Office
28 Master Payday for February (Staff, Managers, Faculty)

MARCH 2025 DEADLINES
3 Direct Deposit for February Master Pay Day
4 Mid-Month Paid Employees: Deadline to enter February Hours Worked (1/31 through 2/28)
Absence Self Service Users: Key Absence for 1/31 through 2/28
6 Head Timekeepers: Deadline to Approve Timesheets
  Absence Self Service Approvers: Approve Absences online
14 Mid-Month Payday for February 2025 (Student Pay, Hourly Intermittent Pay, Overtime, Shift, Stipends)
17 PTF's due to Human Resources
20 Docks must be reported to the Payroll Office
28 Master Payday for March (Staff, Managers, Faculty)
31 Cesar Chavez Holiday

APRIL 2025 DEADLINES
1 Direct Deposit for March Master Pay Day
2 Mid-Month Paid Employees: Deadline to enter March Hours Worked (3/1 through 3/31)
  Absence Self Service Users: Key Absence for 3/1 through 3/31
4 Head Timekeepers: Deadline to Approve Timesheets
  Absence Self Service Approvers: Approve Absences online
15 Mid-Month Payday for March 2025 (Student Pay, Hourly Intermittent Pay, Overtime, Shift, Stipends)
17 PTF's due to Human Resources
22 Docks must be reported to the Payroll Office
30 Master Payday for April (Staff, Managers, Faculty)

MAY 2025 DEADLINES
1 Direct Deposit for April Master Pay Day
2 Mid-Month Paid Employees: Deadline to enter April Hours Worked (4/1 through 4/30)
  Absence Self Service Users: Key Absence for 4/1 through 4/30
6 Head Timekeepers: Deadline to Approve Timesheets
  Absence Self Service Approvers: Approve Absences online
15 Mid-Month Payday for April 2025 (Student Pay, Hourly Intermittent Pay, Overtime, Shift, Stipends)
16 PTF's due to Human Resources
21 Docks must be reported to the Payroll Office
26 Memorial Day Holiday
30 Master Payday for May (Staff, Managers, Faculty)

JUNE 2025 DEADLINES
2 Direct Deposit for May Master Pay Day
3 Mid-Month Paid Employees: Deadline to enter May Hours Worked (5/1 through 5/31)
   Absence Self Service Users: Key Absence for 5/1 through 5/31
5 Head Timekeepers: Deadline to Approve Timesheets
   Absence Self Service Approvers: Approve Absences online
13 Mid-Month Payday for May 2025 (Student Pay, Hourly Intermittent Pay, Overtime, Shift, Stipends)
13 PTF's due to Human Resources
18 Docks must be reported to the Payroll Office
19 Juneteenth Holiday
30 Master Payday for June (Staff, Managers, Faculty)