

2024 Summer and 2024-2025 Academic Year Payroll Schedule

Below please find the 2024 Summer and 2024-2025 academic year payroll schedule. The biweekly pay period begins on Monday and ends on Sunday. **Timesheet entries in Workday must be submitted by 10 am and approved by noon on Monday prior to payday (*or other day/times due to holidays).** If you cannot update your hours by these deadlines, please submit an approved [Prior Pay Period Adjustment form](#) to the Controller's Office. Payments are issued every other Friday, except during holiday weeks as indicated below. Call 7070, option 2 for assistance.

OASDI/MED TAX	ACAD/SUM	PAY CYCLE DATES	TIMESHEETS DUE	CHECKS ISSUED
Last Day of classes – May 8, 2024 Reading Period – May 9 – 12, 2024 Exams – May 13 – 18, 2024				
Exempt	Acad	Mon, May 6, 2024 – Sun, May 19, 2024	Mon, May 20, 2024	Fri, May 24, 2024
Commencement Exercises – Saturday, May 25, 2024				
Tax	Sum	Mon, May 20, 2024 – Sun, Jun 2, 2024	Mon, Jun 3, 2024	Fri, Jun 7, 2024
Tax	Sum	Mon, Jun 3, 2024 – Sun, Jun 16, 2024	Mon, Jun 17, 2024	Fri, Jun 21, 2024
Tax	Sum	Mon, Jun 17, 2024 – Sun, Jun 30, 2024	Mon, Jul 1, 2024	Fri, Jul 5, 2024
Tax	Sum	Mon, Jul 1, 2024 – Sun, Jul 14, 2024	Mon, Jul 15, 2024	Fri, Jul 19, 2024
Tax	Sum	Mon, Jul 15, 2024 – Sun, Jul 28, 2024	Mon, Jul 29, 2024	Fri, Aug 2, 2024
Tax	Sum	Mon, Jul 29, 2024 – Sun, Aug 11, 2024	Mon, Aug 12, 2024	Fri, Aug 16, 2024
Tax	Sum	Mon, Aug 12, 2024 – Sun, Aug 25, 2024	Mon Aug 26, 2024	Fri, Aug 30, 2024
Fall semester classes begin – September 4, 2024				
Exempt	Acad	Mon, Aug 26, 2024 – Sun, Sep 8, 2024	Mon, Sep 9, 2024	Fri, Sep 13, 2024
Exempt	Acad	Mon, Sep 9, 2024 – Sun, Sep 22, 2024	Mon, Sep 23, 2024	Fri, Sep 27, 2024
Fall vacation – October 5 – 8, 2024				
Exempt	Acad	Mon, Sep 23, 2024 – Sun, Oct 6, 2024	Mon, Oct 7, 2024	Fri, Oct 11, 2024
Exempt	Acad	Mon, Oct 7, 2024 – Sun, Oct 20, 2024	Mon, Oct 21, 2024	Fri, Oct 25, 2024
Exempt	Acad	Mon, Oct 21, 2024 – Sun, Nov 3, 2024	Mon, Nov 4, 2024	Fri, Nov 8, 2024
Thanksgiving vacation – November 27 – December 1, 2024				
Exempt	Acad	Mon, Nov 4, 2024 – Sun, Nov 17, 2024	Mon, Nov 18, 2024	Fri, Nov 22, 2024
Last day of classes - December 11, 2024 Reading Period - December 12 – 15, 2024 Exams – December 16 –21, 2024				
Exempt	Acad	Mon, Nov 18, 2024 – Sun, Dec 1, 2024	Mon, Dec 2, 2024	Fri, Dec 6, 2024
Winter break – December 22, 2024 – January 20, 2025				
Exempt	Acad	Mon, Dec 2, 2024 – Sun, Dec 15, 2024	Mon, Dec 16, 2024	Fri, Dec 20, 2024
Exempt	Acad	Mon, Dec 16, 2024 – Sun, Dec 29, 2024	Thurs, Dec 19, 2024 (submissions by 10:00 a.m. & approvals by noon)	Fri, Jan 3, 2025
Exempt	Acad	Mon, Dec 30, 2024 – Sun, Jan 12, 2025	Mon, Jan 13, 2025	Fri, Jan 17, 2025
Exempt	Acad	Mon, Jan 13, 2025 – Sun, Jan 26, 2025	Mon, Jan 27, 2025	Fri, Jan 31, 2025
Exempt	Acad	Mon, Jan 27, 2025 – Sun, Feb 9, 2025	Mon, Feb 10, 2025	Fri, Feb 14, 2025
Exempt	Acad	Mon, Feb 10, 2025 – Sun, Feb 23, 2025	Mon, Feb 24, 2025	Fri, Feb 28, 2025
Spring vacation – March 8 – 23, 2025				
Exempt	Acad	Mon, Feb 24, 2025 – Sun, Mar 9, 2025	Mon, Mar 10, 2025	Fri, Mar 14, 2025
Exempt	Acad	Mon, Mar 10, 2025 – Sun, Mar 23, 2025	Mon, Mar 24, 2025	Fri, Mar 28, 2025
Exempt	Acad	Mon, Mar 24, 2025 – Sun, Apr 6, 2025	Mon, Apr 7, 2025	Fri, Apr 11, 2025
Exempt	Acad	Mon, Apr 7, 2025 – Sun, Apr 20, 2025	Mon, Apr 21, 2025	Fri, Apr 25, 2025
Exempt	Acad	Mon, Apr 21, 2025 – Sun, May 4, 2025	Mon, May 5, 2025	Fri, May 9, 2025
Exempt	Acad	Mon, May 5, 2025 – Sun, May 18, 2025	Mon, May 19, 2025	Fri, May 23, 2025
Last Day of classes – May 7, 2025 Reading Period – May 8 – 11, 2025 Exams – May 12 – 17, 2025				
Tax	Sum	Mon, May 19, 2025 – Sun, Jun 1, 2025	Mon, Jun 2, 2025	Fri, Jun 6, 2025
Commencement Exercises – Saturday, May 24, 2025				
Tax	Sum	Mon, June 2, 2025 – Sun, Jun 15, 2025	Mon, Jun 16, 2025	Fri, Jun 20, 2025