

2024-2025 ADMIN Payroll Calendar

The Campus Deadline date is the absolute last deadline for Human Resources & Payroll Services to receive any forms (GER, Extra Service, etc.) resulting in a personnel action that needs to be processed in the associated payroll period. After the deadline, any late transactions will be updated to the following payroll effective date and processed in the following pay period.

Pay Period	Campus Deadline	Payroll Period Dates		Check Date
01	03/14/24	03/28/24	04/10/24	04/24/24
02	03/28/24	04/11/24	04/24/24	05/08/24
03	04/11/24	04/25/24	05/08/24	05/22/24
04	04/25/24	05/09/24	05/22/24	06/05/24
05	05/09/24	05/23/24	06/05/24	06/19/24
06	05/23/24	06/06/24	06/19/24	07/03/24
07	06/06/24	06/20/24	07/03/24	07/17/24
08	06/20/24	07/04/24	07/17/24	07/31/24
09	07/04/24	07/18/24	07/31/24	08/14/24
10	07/18/24	08/01/24	08/14/24	08/28/24
11	*07/25/2024	08/15/24	08/28/24	09/11/24
12	*08/01/2024	08/29/24	09/11/24	09/25/24
13	*08/22/2024	09/12/24	09/25/24	10/09/24
14	09/12/24	09/26/24	10/09/24	10/23/24
15	09/26/24	10/10/24	10/23/24	11/06/24
16	10/10/24	10/24/24	11/06/24	11/20/24
17	10/24/24	11/07/24	11/20/24	12/04/24
18	11/07/24	11/21/24	12/04/24	12/18/24
19	11/21/24	12/05/24	12/18/24	01/01/25
20	12/05/24	12/19/24	01/01/25	01/15/25
21	*12/12/2024	01/02/25	01/15/25	01/29/25
22	*12/15/2024	01/16/25	01/29/25	02/12/25
23	*01/09/2025	01/30/25	02/12/25	02/26/25
24	01/30/25	02/13/25	02/26/25	03/12/25
25	02/13/25	02/27/25	03/12/25	03/26/25
26	02/27/25	03/13/25	03/26/25	04/09/25

Academic & College Year Dates

Who?	Obligation Dates:	Payroll Start Date:	Payroll End Date:	First Check Date:
FT Faculty	Academic Year 08/23/24 - 05/17/25	09/01/XXXX	08/31/XXXX	09/25/24- 26 checks
Adjuncts & GATAs	Academic Year 08/23/24 - 05/17/25	08/29/2024	06/04/2025	09/25/24 - 20 checks
Adjuncts & GATAs	Fall 2024 08/23/24 - 12/17/24	08/29/2024	01/15/2025	09/25/24 - 10 checks
Adjuncts & GATAs	Spring 2025 01/21/25 - 05/17/25	01/16/2025	06/04/2025	02/12/25 - 10 checks
PT Coaches	College Year 08/01/24 - 05/31/25	08/01/2024	06/04/2025	08/28/24 - 22 checks

* Early deadlines due to peak staffing/appointment periods.
When hiring for these pay periods, please plan accordingly.