

2024-2025 UUP Hourly Pay Calendar

Pay Period	Pay Period Begin Date	Pay Period End Date	Timesheets Due in Payroll Office	Pay Date
1	03/14/24	03/27/24	03/29/24	04/24/24
2	03/28/24	04/10/24	04/12/24	05/08/24
3	04/11/24	04/24/24	04/26/24	05/22/24
4	04/25/24	05/08/24	05/10/24	06/05/24
5	05/09/24	05/22/24	05/24/24	06/19/24
6	05/23/24	06/05/24	06/07/24	07/03/24
7	06/06/24	06/19/24	06/21/24	07/17/24
8	06/20/24	07/03/24	07/05/24	07/31/24
9	07/04/24	07/17/24	07/19/24	08/14/24
10	07/18/24	07/31/24	08/02/24	08/28/24
11	08/01/24	08/14/24	08/16/24	09/11/24
12	08/15/24	08/28/24	08/30/24	09/25/24
13	08/29/24	09/11/24	09/13/24	10/09/24
14	09/12/24	09/25/24	09/27/24	10/23/24
15	09/26/24	10/09/24	10/11/24	11/06/24
16	10/10/24	10/23/24	10/25/24	11/20/24
17	10/24/24	11/06/24	11/08/24	12/04/24
18	11/07/24	11/20/24	11/22/24	12/18/24
19	11/21/24	12/04/24	12/06/24	01/01/25
20	12/05/24	12/18/24	12/20/24	01/15/25
21	12/19/24	01/01/25	01/03/25	01/29/25
22	01/02/25	01/15/25	01/17/25	02/12/25
23	01/16/25	01/29/25	01/31/25	02/26/25
24	01/30/25	02/12/25	02/14/25	03/12/25
25	02/13/25	02/26/25	02/28/25	03/26/25
26	02/27/25	03/12/25	03/14/25	04/09/25

2024-2025 Pay Schedule - For Staff Appointed at an Hourly Rate

Temporary Personnel appointed at an hourly rate of pay are required to submit timesheets to the Payroll Office on a bi-weekly basis .

Each timesheet should cover one of the two-week periods indicated on the Pay Schedule. Time worked must be recorded **in ink daily** using **hour**, **half-hour**, or **quarter-hour** units. A lunch break of at least one-half hour **must be taken and indicated on the timesheet** during any workday consisting of six or more hours.

Timesheets **are not** to be returned to the employee after being signed by the supervisor.

Please forward all timesheets for payment to the Payroll Office, Doty 318, in accordance with the pay schedule. A copy is to be retained in your Department files to provide an audit record. A letter of explanation and justification must accompany late time sheets in excess of one pay period from the supervisor.