

2024-2025 Classified Hourly Pay Calendar

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

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

Temporary Classified Personnel appointed at an hourly rate of pay are required to submit timesheets to the Payroll Office on a bi-weekly basis via the online Time & Attendance System.

Each timesheet should cover one of the two-week periods indicated on the Pay Schedule. Time worked must be recorded **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.

Please forward all timesheets to your supervisor for approval.