

PAYROLL-PERSONNEL SCHEDULE 2024-2025

Pay Period Number	Pay Period			Time Entry Locked 10:00 am	Unlock Time Entry Adjustments 12:00 am	Close Time Entry 10:00 am
	Start Date (Saturday)	Pay Period End Date (Friday)	Employee Pay Date			
22	10/5/2024	10/18/2024	10/25/2024	10/21/2024	10/25/2024	11/4/2024
23	10/19/2024	11/1/2024	11/8/2024	11/4/2024	11/8/2024	11/18/2024
24	11/2/2024	11/15/2024	11/22/2024	11/18/2024	11/22/2024	12/2/2024
25	11/16/2024	11/29/2024	12/6/2024	12/2/2024	12/6/2024	12/16/2024
26	11/30/2024	12/13/2024	12/20/2024	12/16/2024	12/20/2024	12/26/2024
1	12/14/2024	12/27/2024	1/3/2025	12/26/2024	1/3/2025	1/13/2025
2	12/28/2024	1/10/2025	1/17/2025	1/13/2025	1/17/2025	1/27/2025
3	1/11/2025	1/24/2025	1/31/2025	1/27/2025	1/31/2025	2/10/2025
4	1/25/2025	2/7/2025	2/14/2025	2/10/2025	2/14/2025	2/24/2025
5	2/8/2025	2/21/2025	2/28/2025	2/24/2025	2/28/2025	3/10/2025
6	2/22/2025	3/7/2025	3/14/2025	3/10/2025	3/14/2025	3/24/2025
7	3/8/2025	3/21/2025	3/28/2025	3/24/2025	3/28/2025	4/7/2025
8	3/22/2025	4/4/2025	4/11/2025	4/7/2025	4/11/2025	4/21/2025
9	4/5/2025	4/18/2025	4/25/2025	4/21/2025	4/25/2025	5/5/2025
10	4/19/2025	5/2/2025	5/9/2025	5/5/2025	5/9/2025	5/19/2025
11	5/3/2025	5/16/2025	5/23/2025	5/19/2025	5/23/2025	6/2/2025
12	5/17/2025	5/30/2025	6/6/2025	6/2/2025	6/6/2025	6/12/2025
13	5/31/2025	6/13/2025	6/20/2025	6/12/2025	6/20/2025	6/26/2025
14	6/14/2025	6/27/2025	7/3/2025	6/26/2025	7/3/2025	7/14/2025
15	6/28/2025	7/11/2025	7/18/2025	7/14/2025	7/18/2025	7/28/2025
16	7/12/2025	7/25/2025	8/1/2025	7/28/2025	8/1/2025	8/11/2025
17	7/26/2025	8/8/2025	8/15/2025	8/11/2025	8/15/2025	8/25/2025
18	8/9/2025	8/22/2025	8/29/2025	8/25/2025	8/29/2025	9/8/2025
19	8/23/2025	9/5/2025	9/12/2025	9/8/2025	9/12/2025	9/22/2025
20	9/6/2025	9/19/2025	9/26/2025	9/22/2025	9/26/2025	10/6/2025
21	9/20/2025	10/3/2025	10/10/2025	10/6/2025	10/10/2025	10/20/2025
22	10/4/2025	10/17/2025	10/24/2025	10/20/2025	10/24/2025	11/3/2025
23	10/18/2025	10/31/2025	11/7/2025	11/3/2025	11/7/2025	11/17/2025
24	11/1/2025	11/14/2025	11/21/2025	11/17/2025	11/21/2025	12/1/2025
25	11/15/2025	11/28/2025	12/5/2025	12/1/2025	12/5/2025	12/15/2025
26	11/29/2025	12/12/2025	12/19/2025	12/15/2025	12/19/2025	12/29/2025

Time must be entered, submitted, and approved no later than 10:00 am on Time Entry Locked due date indicated.

All employee changes need to be entered into the system before time entry is locked on Monday at 10am. Please remember that all employee changes in Workday are date driven and can be made in advance and does not need to wait until the pay period they are changing in. **Please do not wait until Monday when the time entry is locked to have HR approve employee changes, HR can approve the changes weeks to months in advance.**

PAY DATES ARE SUBJECT TO CHANGE PENDING PROPER AUTHORIZATION FROM THE AUDITOR-CONTROLLER/HUMAN RESOURCES DEPARTMENT.