



2024-2025 PAYROLL PROCESSING SCHEDULE

SAP PAY PERIOD #	PAY PERIOD From - Thru	STANDARD DAYS IN THE PAY PERIOD	DAILY ATTENDANCE SHEETS AVAILABLE TO PRINT	INPUT SCREENS AVAILABLE ON-LINE REFLECTING THE CURRENT PAY PERIOD	FINAL ROSTERS APPROVED BY 2:00 P.M.	TIME TRANSFER & PAYROLL PROCESSING BEGINS	PAY DATE	IMPORTANT REMARKS
14	6/21-7/4/24	10	6/17	6/21	7/3*	7/3	7/12/24	Approve one (1) day early due to Independence Day
15	7/5-7/18/24	10	7/1	7/4**	7/18	7/18	7/26/24	
16	7/19-8/1/24	10	7/15	7/19	8/1	8/1	8/9/24	
17	8/2-8/15/24	10***	7/29	8/2	8/15	8/15	8/23/24	
18	8/16-8/29/24	10	8/12	8/16	8/28*	8/28	9/6/24	Approve one (1) day early due to Labor Day
19	8/30-9/12/24	10	8/26	8/29**	9/12	9/12	9/20/24	
20	9/13-9/26/24	10	9/9	9/13	9/26	9/26	10/4/24	
21	9/27-10/10/24	10	9/23	9/27	10/10	10/10	10/18/24	
22	10/11-10/24/24	10	10/7	10/11	10/24	10/24	11/1/24	
23	10/25-11/7/24	10	10/21	10/25	11/6*	11/6	11/15/24	Approve one (1) day early due to Veterans' Day
24	11/8-11/21/24	10	11/4	11/7**	11/19*	11/19	11/29/24	Approve two (2) days early due to Fall Recess/Thanksgiving
25	11/22-12/5/24	10	11/18	11/20**	12/5	12/5	12/13/24	
26	12/6-12/19/24	10	12/2	12/6	12/12*	12/12	12/27/24	Approve five (5) days early due to Winter Recess
1	12/20-1/2/25	10	12/16	12/13**	12/19*	12/19	1/10/25	Approve ten (10) days early due to Winter Recess
2	1/3-1/16/25	10	12/20	12/20**	1/15*	1/15	1/24/25	Approve one (1) day early due to Martin Luther King Holiday
3	1/17-1/30/25	10	1/13	1/16**	1/30	1/30	2/7/25	
4	1/31-2/13/25	10	1/27	1/31	2/12*	2/12	2/21/25	Approve one (1) day early due to Presidents' Day
5	2/14-2/27/25	10	2/10	2/13**	2/27	2/27	3/7/25	
6	2/28-3/13/25	10	2/24	2/28	3/13	3/13	3/21/25	
7	3/14-3/27/25	10	3/10	3/14	3/20*	3/20	4/4/25	Approve five (5) days early due to Spring Recess
8	3/28-4/10/25	10	3/24	3/21**	4/10	4/10	4/18/25	
9	4/11-4/24/25	10	4/7	4/11	4/24	4/24	5/2/25	
10	4/25-5/8/25	10	4/21	4/25	5/8	5/8	5/16/25	
11	5/9-5/22/25	10	5/5	5/9	5/21*	5/21	5/30/25	Approve one (1) day early due to Memorial Day
12	5/23-6/5/25	10	5/19	5/22**	6/5	6/5	6/13/25	
13	6/6-6/19/25	10***	6/2	6/6	6/18*	6/18	6/27/25	Approve one (1) day early due to Juneteenth
14	6/20-7/3/25	10	6/16	6/19**	7/2*	7/2	7/11/25	Approve one (1) day early due to Independence Day

* Indicates EARLY PAYROLL APPROVAL REQUIRED!!

** When processing Prior Pay Period Corrections, you MUST enter the correct SAP PAY PERIOD NUMBER.

*** Days may vary depending on the type of job assignment.