

Workforce Development

Payroll Schedule

2024 – 2025



Pay Period	<u>EMPLOYEE:</u> Time Entered In WCW AND Paper Time Sheets Due to Supervisor		<u>SUPERVISOR:</u> WCW TSs Approved AND Paper Time Sheets Due to Payroll Clerk		Pay Date
	W		Tu		
07/01/24 – 07/06/24	W	07/03/24	Tu	07/09/24	07/24/24
07/07/24 – 07/20/24	F	07/19/24	Tu	07/23/24	08/07/24
07/21/24 – 08/03/24	F	08/02/24	Tu	08/06/24	08/21/24
08/04/24 – 08/17/24	F	08/16/24	Tu	08/20/24	09/04/24
08/18/24 – 08/31/24	F	08/30/24	W	09/04/24	09/18/24
09/01/24 – 09/14/24	F	09/13/24	Tu	09/17/24	10/02/24
09/15/24 – 09/28/24	F	09/27/24	Tu	10/01/24	10/16/24
09/29/24 – 10/12/24	F	10/11/24	W	10/16/24	10/30/24
10/13/24 – 10/26/24	F	10/25/24	Tu	10/29/24	11/13/24
10/27/24 – 11/09/24	F	11/08/24	W	11/13/24	11/27/24
11/10/24 – 11/23/24	F	11/22/24	Tu	11/26/24	12/11/24
11/24/24 – 12/07/24	F	12/06/24	Tu	12/10/24	12/23/24
12/08/24 – 12/21/24	F	12/20/24	M	12/23/24	01/08/25
12/22/24 – 01/04/25	F	01/03/25	Tu	01/07/25	01/22/25
01/05/25 – 01/18/25	F	01/17/25	W	01/22/25	02/05/25
01/19/25 – 02/01/25	F	01/31/25	Tu	02/04/25	02/19/25
02/02/25 – 02/15/25	F	02/14/25	W	02/19/25	03/05/25
02/16/25 – 03/01/25	F	02/28/25	Tu	03/04/25	03/19/25
03/02/25 – 03/15/25	F	03/14/25	Tu	03/18/25	04/02/25
03/16/25 – 03/29/25	F	03/28/25	Tu	04/01/25	04/16/25
03/30/25 – 04/12/25	F	04/11/25	Tu	04/15/25	04/30/25
04/13/25 – 04/26/25	F	04/25/25	Tu	04/29/25	05/14/25
04/27/25 – 05/10/25	F	05/09/25	Tu	05/13/25	05/28/25
05/11/25 – 05/24/25	F	05/23/25	W	05/28/25	06/11/25
05/25/25 – 06/07/25	F	06/06/25	Tu	06/10/25	06/25/25
06/08/25 – 06/21/25	F	06/20/25	Tu	06/24/25	07/11/25 (F)
06/22/25 – 06/30/25	F	06/20/25	Tu	06/24/25	07/11/25 (F)

IMPORTANT:

- BOTH paper and digital timesheets need to be completed according to this schedule.
- It is the employees' responsibility to complete and submit their timesheets on time.
- Late or inaccurate timesheets may result in a delay of the employee's paycheck.