

## SCHEDULE OF PAYROLL PROCESSING DATES 2024-2025

PROCESSING MONTH	LAST DAY TO HAVE PAPERS TO PAYROLL	CUTOFF FOR DIRECT DEPOSIT CHANGES	PAYROLL RUN DATE	PAY DAY
September	6	13	23	30
October	7	14	24	31
November	7	13	21	29
December	6	13	20	31
January	8	13	24	31
February	7	13	21	28
March	7	13	24	31
April	9	14	23	30
May	7	13	23	30
June	6	13	23	30
July	8	14	24	31
August	7	13	22	29

The dates above are subject to change. This form is to help Employees and Supervisors know the last day of each month that documents will be accepted in the Payroll office for payment each month.

May 2024