



**Bi-weekly non-exempt salaried Employee
PAYROLL SCHEDULE
2024-2025**

Payroll #	Work Days		Time Sheet Due	Paycheck Issued	
26	06/15/24		06/28/24	07/02/24	06/28/24
1	06/29/24		07/12/24	07/16/24	07/12/24
2	07/13/24		07/26/24	07/30/24	07/26/24
3	07/27/24		08/09/24	08/13/24	08/09/24
4	08/10/24		08/23/24	08/27/24	08/23/24
5	08/24/24		09/06/24	09/10/24	09/06/24
6	09/07/24		09/20/24	09/24/24	09/20/24
7	09/21/24		10/04/24	10/08/24	10/04/24
8	10/05/24		10/18/24	10/22/24	10/18/24
9	10/19/24		11/01/24	11/05/24	11/01/24
10	11/02/24		11/15/24	11/19/24	11/15/24
11	11/16/24		11/29/24	12/03/24	11/29/24
12	11/30/24		12/13/24	12/17/24	12/13/24
13	12/14/24		12/27/24	12/31/24	12/27/24
14	12/28/24		01/10/25	01/14/25	01/10/25
15	01/11/25		01/24/25	01/28/25	01/24/25
16	01/25/25		02/07/25	02/11/25	02/07/25
17	02/08/25		02/21/25	02/25/25	02/21/25
18	02/22/25		03/07/25	03/11/25	03/07/25
19	03/08/25		03/21/25	03/25/25	03/21/25
20	03/22/25		04/04/25	04/08/25	04/04/25
21	04/05/25		04/18/25	04/22/25	04/18/25
22	04/19/25		05/02/25	05/06/25	05/02/25
23	05/03/25		05/16/25	05/20/25	05/16/25
24	05/17/25		05/30/25	06/03/25	05/30/25
25	05/31/25		06/13/25	06/17/25	06/13/25
26	06/14/25		06/27/25	07/01/25	06/27/25
1	06/28/25		07/11/25	07/15/25	07/11/25

Time sheets are due (submitted and approved - electronically or by paper by Noon on the due date.
Time Sheets that are submitted after the due date may result in a delay in payment.