

# University of the Incarnate Word

## Staff & Student Payroll Schedule

### Fiscal Year 2024-2025

<b>Pay Period</b>	<b>Timesheets due to Supervisors for review and approval</b>	<b>Timesheets due to Payroll by 12:00 p.m.</b>	<b>Pay Date</b>	<b>Pay #</b>
June 1 - June 15	June 15	June 17	June 21, 2024	12
June 16 - June 30	June 30	July 01	July 5, 2024	13
July 1 - July 15	July 15	July 16	July 22, 2024	14
July 16 - July 31	July 31	August 1	August 7, 2024	15
August 1 - August 15	August 15	August 16	August 22, 2024	16
August 16 - August 31	August 31	September 03	September 6, 2024	17
September 1 - September 15	September 15	September 16	September 20, 2024	18
September 16 - September 30	September 30	October 01	October 7, 2024	19
October 1 - October 15	October 15	October 16	October 22, 2024	20
October 16 - October 31	October 31	November 01	November 7, 2024	21
November 1 - November 15	November 15	November 18	November 22, 2024	22
November 16 - November 30	November 30	December 02	December 6, 2024	23
<b>December 1 - December 15</b>	<b>December 15</b>	<b>December 16 **</b>	<b>December 20, 2024</b>	<b>24</b>
<b>December 16 - December 31</b>	<b>December 31</b>	<b>January 2 **</b>	<b>January 7, 2025</b>	<b>1</b>
January 1 - January 15	January 15	January 16	January 22, 2025	2
January 16 - January 31	January 31	February 03	February 7, 2025	3
February 1 - February 15	February 15	February 17	February 21, 2025	4
February 16 - February 29	February 28	March 03	March 7, 2025	5
March 1 - March 15	March 15	March 17	March 21, 2025	6
March 16 - March 31	March 31	April 01	April 7, 2025	7
April 1 - April 15	April 15	April 16	April 22, 2025	8
April 16 - April 30	April 30	May 1	May 7, 2025	9
May 1 - May 15	May 15	May 16	May 22, 2025	10
May 16 - May 31	May 31	June 02	June 6, 2025	11

**\*\* Subject to change due to Holidays \*\***

All timesheets close at 11:59 p.m. on the last day of the pay period.

**Employees are expected to log in their hours each day**