

**2024 - 2025 PAYROLL CALENDAR  
PART-TIME HOURLY AND OTHER PERSONNEL (INCLUDING CWSP)**

FROM	TO	PAYDATE
06-16-2024	07-15-2024	07-31-2024
07-16-2024	08-15-2024	08-30-2024
08-16-2024	09-12-2024	09-30-2024
09-13-2024	10-15-2024	10-31-2024
10-16-2024	11-13-2024	11-26-2024
11-14-2024	12-05-2024	12-17-2024
12-06-2024	01-15-2025	01-31-2025
01-16-2025	02-13-2025	02-28-2025
02-14-2025	03-12-2025	03-31-2025
03-13-2025	04-15-2025	04-30-2025
04-16-2025	05-15-2025	05-30-2025
05-16-2025	06-12-2025	06-30-2025
06-13-2025	07-15-2025	07-31-2025

**Part-time Hourly Pay Period:** Generally runs from the 16<sup>th</sup> of the month through the 15<sup>th</sup> of the following month depending on where the weekend falls.

**Gross Pay Computation:** Hours worked X hourly rate (per employment letter).

**COLLEGE CLOSED:**

July 4, 2024  
September 2, 2024  
November 11, 2024

November 27-29, 2024  
December 18, 2024 – January 1, 2025  
January 20, 2025

March 17-21, 2025  
May 26, 2025  
July 4, 2025

**Timesheets are due in the Payroll Office by the date indicated in the “TO” column above. Time sheets received after that date will be paid in the next month’s payroll.**