

## 2024/25 Timesheet Due Dates

Work Period			*Due to Office Manager/Secretary/ Clerk	Due to Payroll	Date Paid
7/16/2024	-	8/15/2024	8/15/2024	8/18/2024	9/10/2024
8/16/2024	-	9/15/2024	9/15/2024	9/18/2024	10/10/2024
9/16/2024	-	10/15/2024	10/15/2024	10/18/2024	11/08/2024
10/16/2024	-	11/08/2024	11/08/2024	11/13/2024	12/10/2024
11/09/2024	-	12/08/2024	12/08/2024	12/10/2024	1/10/2025
12/09/2024	-	1/15/2025	1/15/2025	1/18/2025	2/07/2025
1/16/2025	-	2/15/2025	2/15/2025	2/16/2025	3/10/2025
2/16/2025	-	3/15/2025	3/15/2025	3/18/2025	4/10/2025
3/16/2025	-	4/15/2025	4/15/2025	4/18/2025	5/10/2025
4/16/2025	-	5/15/2025	5/15/2025	5/18/2025	6/10/2025
5/16/2025	-	6/15/2025	6/15/2025	6/18/2025	7/10/2025
6/16/2025	-	7/15/2025	7/15/2025	7/18/2025	8/08/2025

\*At the end of your assignment please complete your timesheet and send to the approver before or by the due date.