



2024-25 ACADEMIC CALENDAR

| <u>2-Week Pay Period</u> | <u>e-PAS Due</u> | <u>Timesheet Due</u> | <u>Pay Date</u> | <u>Pay Cycle</u> |
|----------------------------|------------------|----------------------|-----------------|----------------------|
| Fall Semester – 9.5 Pays | | | | |
| 08/11/24 - 08/24/24 | *08/04/24 | 08/26/24 | 08/30/24 | 218 |
| 08/25/24 - 09/07/24 | 08/23/24 | 09/09/24 | 09/13/24 | 219 |
| 09/08/24 - 09/21/24 | 09/06/24 | 09/23/24 | 09/27/24 | 220 |
| 09/22/24 - 10/05/24 | 09/20/24 | 10/07/24 | 10/11/24 | 221 |
| 10/06/24 - 10/19/24 | 10/04/24 | 10/21/24 | 10/25/24 | 222 |
| 10/20/24 - 11/02/24 | 10/18/24 | *11/01/24 | 11/08/24 | 223 |
| 11/03/24 - 11/16/24 | 11/01/24 | 11/8/24 | 11/22/24 | 224 |
| 11/17/24 - 11/30/24 | 11/15/24 | 12/02/24 | 12/06/24 | 225 |
| 12/01/24 - 12/14/24 | 11/29/24 | **12/12/24 | 12/20/24 | 226 |
| 12/15/24 - 12/21/24 | *12/02/24 | **12/18/24 | 01/03/25 | 201 Split Pay Period |
| Spring Semester – 9.5 Pays | | | | |
| 12/22/24 - 12/28/24 | *12/02/24 | **12/18/24 | 01/03/25 | 201 Split Pay Period |
| 12/29/24 - 01/11/25 | *12/20/24 | 01/13/25 | 01/17/25 | 202 04/07/25 |
| | | 04/06/25 - 04/19/25 | 04/04/25 | 04/21/25 |
| | | 04/20/25 - 05/03/25 | 04/18/25 | 05/05/25 |
| Summer Semester – 7 Pays | | | | |
| 05/04/25 - 05/17/25 | *04/25/25 | 05/19/25 | 05/23/25 | 211 |
| 05/18/25 - 05/31/25 | 05/16/25 | 06/02/25 | 06/06/25 | 212 |
| 06/01/25 - 06/14/25 | 05/30/25 | *06/13/25 | 06/20/25 | 213 |
| 06/15/25 - 06/28/25 | 06/13/25 | *06/27/25 | 07/03/25 | 214 |
| 06/29/25 - 07/12/25 | 06/27/25 | 07/14/25 | 07/18/25 | 215 |
| 07/13/25 - 07/26/25 | 07/11/25 | 07/28/25 | 08/01/25 | 216 |
| 07/27/25 - 08/09/25 | 07/25/25 | 08/11/25 | 08/15/25 | 217 |

* Earlier submission of ePAS or time sheets requested due to new semester or holiday observance.

** ODURFODU is CLOSED Monday 12/23/24 through Wednesday 01/01/25.

- x We MUST have the time sheets by 10 AM Thursday, December 2nd, 2024, for the 12/01/24 - 12/14/24 and on Wednesday, December 11th, 2024, for the 12/15/24-12/28/24 pay period BEFORE Winter Break. You may estimate your time for the week to process payroll for the 01/20/25 pay date. Any corrections may be made on the following pay period (pay date 01/17/25).
- x Please submit ePAS' no later than Monday, December 2, 2024 for pay periods paid through January 3, 2025.
- x Please submit ePAS' no later than Friday December 20, 2024, for the pay period paid on January 1, 2025.
- x Payroll Authorizations (ePAS') and hourly time sheets are ALWAYS due by 10 A.M. on the due date.