

Student, Short Term & Classified Overtime Payroll Schedule (ST/SP) - FY24/25

Payroll Internal Use

For Work Month:	Pay ID/ Month	Campus Business Office gives to HR (please work with HR on the month for June, Sept, Dec & Jan on exception)	Deadline for HR Enters into Banner	Web/Dept Time Entry & Overtime Timesheet Start	Web/Dept Time Entry & Overtime Timesheet Due to Approver	Overtime Timesheet Due to Campus Business Office	Approved Web/Dept Time Entry (11pm)	District Payroll Open	District finalizes Payroll	Print Ck	Submit DD to Bank	Pay Taxes	Pay Date
								No Changes Allowed					
Jul-24	24SP/ST8	07/15/24 M	07/31/24 W	07/01/24 M	08/01/24 Th	08/02/24 F	08/06/24 T	08/07/24 W	08/09/24 F	08/12/24 M	08/12/24 M	08/13/24 Tu	08/15/24 Th
Aug-24	24SP/ST9	08/15/24 Th	08/30/24 F	08/01/24 Th	09/03/24 Tu	09/04/24 W	09/05/24 Th	09/06/24 F	06/09/24 M	09/10/24 Tu	09/10/24 Tu	09/11/24 W	09/13/24 F
Sep-24	24SP/ST10	09/13/24 F	09/30/24 M	09/03/24 Tu	10/01/24 Tu	10/02/24 W	10/04/24 F	10/07/24 M	10/09/24 W	10/10/24 Th	10/10/24 Th	10/11/24 F	10/15/24 Tu
Oct-24	24SP/ST11	10/15/24 Tu	10/31/24 Th	10/01/24 Tu	11/01/24 F	11/04/24 M	11/05/24 Tu	11/06/24 W	11/08/24 F	11/12/24 Tu	11/12/24 Tu	11/13/24 W	11/15/24 F
Nov-24	24SP/ST12	11/15/24 F	11/27/24 W	11/01/24 F	12/02/24 M	12/03/24 Tu	12/04/24 W	12/05/24 Th	12/09/24 M	12/10/24 Tu	12/10/24 Tu	12/11/24 W	12/13/24 F
Dec-24	25SP/ST1	12/13/24 F	12/23/24 M	12/02/24 M	01/02/25 Th	01/03/25 F	01/06/25 M	01/07/25 Tu	01/09/25 Th	01/10/25 F	01/10/25 F	01/13/25 M	01/15/25 W
Jan-25	25SP/ST2	01/15/25 W	01/31/25 F	01/02/25 Th	02/03/25 M	02/04/25 Tu	02/05/25 W	02/06/25 Th	02/07/25 F	02/10/25 M	02/10/25 M	02/11/25 Tu	02/13/25 Th
Feb-25	25SP/ST3	02/13/25 Th	02/28/25 F	02/03/25 M	03/03/25 M	03/04/25 Tu	03/05/25 W	03/06/25 Th	03/10/25 M	03/11/25 Tu	03/11/25 Tu	03/12/25 W	03/14/25 F
Mar-25	25SP/ST4	03/14/25 F	03/28/25 F	03/03/25 M	04/01/25 Tu	04/02/25 W	04/04/25 F	04/07/25 M	04/09/25 W	04/10/25 Th	04/10/25 Th	04/11/25 F	04/15/25 Tu
Apr-25	25SP/ST5	04/15/25 Tu	04/30/25 W	04/01/25 Tu	05/01/25 Th	05/02/25 F	05/06/25 Tu	05/07/25 W	05/09/25 F	05/12/25 M	05/12/25 M	05/13/25 Tu	05/15/25 Th
May-25	25SP/ST6	05/15/25 Th	05/30/25 F	05/01/25 Th	06/02/25 M	06/03/25 Tu	06/04/25 W	06/05/25 Th	06/09/25 M	06/10/25 Tu	06/10/25 Tu	06/11/25 W	06/13/25 F
Jun-25	25SP/ST7	06/13/25 F	06/30/25 M	06/02/25 M	07/01/25 Tu	07/02/25 W	07/03/25 Th	07/07/25 M	07/09/25 W	07/10/25 Th	07/10/25 Th	07/11/25 F	07/15/25 Tu

Holidays:

- 07/04/24 (Th) Independence Day
- 09/02/2024 (M) Labor Day
- 11/11/2021 (M) Veteran's Day
- 11/28-29/24 (Th-F) Thanksgiving
- 12/24/24-12/31/2024 (Tu-Tu) Winter Holidays

- 01/01/2025 (W) New Year's Day
- 01/20/2025 (M) Martin Luther King Jr.'s Day
- 02/14/2025 (F) Lincoln's Day
- 02/17/2025 (M) President's Day
- 03/31/2025 (M) Cesar Chavez Day
- 05/26/2025 (M) Memorial Day
- 06/19/2025 (Th) Juneteenth National Independence Day