

## FY 25 TIME SHEET DUE DATES FOR TEMP/PT/SUPPLEMENTAL EMPLOYEES

<u>Pay Period</u>	<u>Due @ EPIC</u>	<u>Pay Date</u>
July 1 – July 7, 2024	July 15	July 25, 2024
July 8 – July 21, 2024	July 25	August 9, 2024
July 22 – August 4, 2024	August 12	August 23, 2024
August 5 – August 18, 2024	August 26	September 10, 2024
August 19 – September 1, 2024	September 13	September 25, 2024
September 2 – September 15, 2024	September 26	October 10, 2024
September 16 – October 6, 2024	October 11	October 25, 2024
October 7 – October 20, 2024	October 25	November 8, 2024
October 21 – November 3, 2024	November 12	November 25, 2024
November 4 – November 24, 2024	December 2	December 10, 2024
November 25 – December 8, 2024	December 12	December 24, 2024
December 9 – December 22, 2024	December 31	January 10, 2025
December 23, 2024 – January 5, 2025	January 10	January 24, 2025
January 6 – January 19, 2025	January 24	February 10, 2025
January 20 – February 9, 2025	February 13	February 25, 2025
February 10 – February 23, 2025	February 26	March 10, 2025
February 24 – March 9, 2025	March 13	March 25, 2025
March 10 – March 23, 2025	March 27	April 10, 2025
March 24 – April 6, 2025	April 11	April 25, 2025
April 7 – April 20, 2025	April 24	May 9, 2025
April 21 – May 4, 2025	May 9	May 23, 2025
May 5 – May 18, 2025	May 23	June 10, 2025
May 19 – June 8, 2025	June 11	June 25, 2025
June 9 – June 30, 2025	July 1***	July 10, 2025

\*\*This is the last pay of the fiscal year. Please get timesheets in ASAP.

Please adhere to these dates unless there is a special circumstance.

Travel is paid based on the pay period it is received in. Travel must be submitted monthly.

**ALL TIMESHEETS/TRAVEL MUST HAVE YOUR EMPLOYEE ID NUMBER ON THEM AND SIGNED BY A SUPERVISOR.**