

PART-TIME PAYROLL SCHEDULE

PAY ID	PAY PERIOD	EMPLOYEES	SUPERVISORS	PAY DATES
		SUBMIT BY MIDNIGHT	APPROVE BY 2PM	
1	12/22/24 - 01/04/25	01/06/25	01/07/25	01/13/25 Monday
2	01/05/25 - 01/18/25	01/20/25	01/21/25	01/27/25 Monday
3	01/19/25 - 02/01/25	02/03/25	02/04/25	02/10/25 Monday
4	02/02/25 - 02/15/25	02/17/25	02/18/25	02/24/25 Monday
5	02/16/25 - 03/01/25	03/03/25	03/04/25	03/10/25 Monday
6	03/02/25 - 03/15/25	03/17/25	03/18/25	03/24/25 Monday
7	03/16/25 - 03/29/25	03/31/25	04/01/25	04/07/25 Monday
8	03/30/25 - 04/12/25	04/14/25	04/15/25	04/21/25 Monday
9	04/13/25 - 04/26/25	04/28/25	04/29/25	05/05/25 Monday
10	04/27/25 - 05/10/25	05/12/25	05/13/25	05/19/25 Monday
11	05/11/25 - 05/24/25	05/26/25	05/27/25	06/02/25 Monday
12	05/25/25 - 06/07/25	06/09/25	06/10/25	06/16/25 Monday
13	06/08/25 - 06/21/25	06/23/25	06/24/25	06/30/25 Monday
14	06/22/25 - 07/05/25	07/07/25	07/08/25	07/14/25 Monday
15	07/06/25 - 07/19/25	07/21/25	07/22/25	07/28/25 Monday
16	07/20/25 - 08/02/25	08/04/25	08/05/25	08/11/25 Monday
17	08/03/25 - 08/16/25	08/18/25	08/19/25	08/25/25 Monday
18	08/17/25 - 08/30/25	09/01/25	09/02/25	09/08/25 Monday
19	08/31/25 - 09/13/25	09/15/25	09/16/25	09/22/25 Monday
20	09/14/25 - 09/27/25	09/29/25	09/30/25	10/06/25 Monday
21	09/28/25 - 10/11/25	10/13/25	10/14/25	10/20/25 Monday
22	10/12/25 - 10/25/25	10/27/25	10/28/25	11/03/25 Monday
23	10/26/25 - 11/08/25	11/10/25	11/11/25	11/17/25 Monday
24	11/09/25 - 11/22/25	11/24/25	11/25/25	12/01/25 Monday
25	11/23/25 - 12/06/25	12/08/25	12/09/25	12/15/25 Monday
26	12/07/25 - 12/20/25	12/22/25	12/23/25	12/29/25 Monday