

**Academic Year
2024 - 2025**

Time worked for Temporary, Student, Associate Faculty Counselors/Librarians and Extra/OT hours for Permanent Staff Pay Schedule				
For hours worked in the month of	Employees should ensure time entered in Workday is submitted by end of day	Supervisors must have approved hours in Workday prior to end of day on	Locked out of Workday on these dates.	To ensure payment on Pay Day
July	8/6/2024	8/8/2024	8/13/2024-8/16/2024	August 30, 2024
August	9/10/2024	9/12/2024	9/17/2024-9/20/2024	September 30, 2024
September	10/8/2024	10/10/2024	10/15/2024-10/18/2024	October 31, 2024
October	11/5/2024	11/7/2024	11/12/2024-11/15/2024	November 27, 2024
November	12/3/2024	12/5/2024	12/10/2024-12/13/2024	December 20, 2024
December	1/7/2025	1/9/2025	01/14/2025-1/17/2025	January 31, 2025
January	2/5/2025	2/7/2025	2/12/2025-2/19/2025	February 28, 2025
February	3/4/2025	3/6/2025	03/11/2025-03/14/2025	March 28, 2025
March	4/7/2025	4/9/2025	04/14/2025-04/17/2025	April 30, 2025
April	5/6/2025	5/8/2025	05/13/2025-05/16/2025	May 30, 2025
May	6/5/2025	6/9/2025	06/12/2025-6/17/2025	June 30, 2025
June	7/8/2025	7/10/2025	7/15/2025-7/18/2025	July 31, 2025

Please be aware that the dates listed are optimal to ensure that your hours are captured for timely payment.

Faculty, Associate Faculty, Administrators and Permanent Staff Monthly Pay Schedule				
For hours worked in the month of	Employees should ensure time entered in Workday is submitted by end of day	Supervisors must have approved hours in Workday prior to end of day on	Locked out of Workday on these dates.	To ensure payment on Pay Day
July	7/5/2024	7/9/2024	7/16/2024-7/19/2024	July 31, 2024
August	8/6/2024	8/8/2024	8/13/2024-8/16/2024	August 30, 2024
September	9/10/2024	9/12/2024	9/17/2024-9/20/2024	September 30, 2024
October	10/8/2024	10/10/2024	10/15/2024-10/18/2024	October 31, 2024
November	11/5/2024	11/7/2024	11/12/2024-11/15/2024	November 27, 2024
December	12/3/2024	12/5/2024	12/10/2024-12/13/2024	December 20, 2024
January	1/7/2025	1/9/2025	01/14/2025-1/17/2025	January 31, 2025
February	2/5/2025	2/7/2025	2/12/2025-2/19/2025	February 28, 2025
March	3/4/2025	3/6/2025	03/11/2025-03/14/2025	March 28, 2025
April	4/7/2025	4/9/2025	04/14/2025-04/17/2025	April 30, 2025
May	5/6/2025	5/8/2025	05/13/2025-05/16/2025	May 30, 2025
June	6/5/2025	6/9/2025	06/12/2025-6/17/2025	June 30, 2025

Please note that instructional hours assigned through SURF are **NOT** entered in Workday. Instructional LHE and Overload are paid September - December and February - May. Any additional time entry not submitted or approved in Workday prior to the supervisor approval date will be paid the following month.