

TIME SHEET SUBMISSION SCHEDULE
FY 2024-2025

All full-time and part-time employees must have their digital timecards for the current pay period on their ADP portals signed and approved by their supervisor by 3 PM on the designated due dates.

Period Worked	Due Date	Pay Date
06/24/2024 – 07/07/2024	07/05/2024	07/10/2024
07/08/2024 – 07/21/2024	07/19/2024	07/24/2024
07/22/2024 – 08/04/2024	08/02/2024	08/07/2024
08/05/2024 – 08/18/2024	08/16/2024	08/21/2024
08/19/2024 – 09/01/2024	08/29/2024	09/04/2024
09/02/2024 – 09/15/2024	09/13/2024	09/18/2024
09/16/2024 – 09/29/2024	09/27/2024	10/02/2024
09/30/2024 – 10/13/2024	10/10/2024	10/16/2024
10/14/2024 – 10/27/2024	10/25/2024	10/30/2024
10/28/2024 – 11/10/2024	11/08/2024	11/13/2024
11/11/2024 – 11/24/2024	11/22/2024	11/27/2024
11/25/2024 – 12/08/2024	12/06/2024	12/11/2024
12/09/2024 – 12/22/2024	12/20/2024	12/25/2024
12/23/2024 – 01/05/2025	01/03/2025	01/08/2025
01/06/2025 – 01/19/2025	01/16/2025	01/22/2025
01/20/2025 – 02/02/2025	01/31/2025	02/05/2025
02/03/2025 – 02/16/2025	02/13/2025	02/19/2025
02/17/2025 – 03/02/2025	02/28/2025	03/05/2025
03/03/2025 – 03/16/2025	03/14/2025	03/19/2025
03/17/2025 – 03/30/2025	03/28/2025	04/02/2025
03/31/2025 – 04/13/2025	04/11/2025	04/16/2025
04/14/2025 – 04/27/2025	04/25/2025	04/30/2025
04/28/2025 – 05/11/2025	05/09/2025	05/14/2025
05/12/2025 – 05/25/2025	05/22/2025	05/28/2025
05/26/2025 – 06/08/2025	06/06/2025	06/11/2025
06/09/2025 – 06/22/2025	06/25/2025	06/20/2025

Timecards May Be Accessed on Personal Accounts Through:
<https://workforcenow.adp.com/>