

Professional Staff Monthly Timesheet Deadlines

Month	Pay Date	Employee Deadline to Submit	Supervisor Deadline to Submit
January	1/31/2025	Thursday, January 23, 2025, 11:59 PM	Friday, January 24, 2025, 11:59 PM
February	2/28/2025	Thursday, February 20, 2025, 11:59 PM	Friday, February 21, 2025, 11:59 PM
March	3/31/2025	Friday, March 21, 2025, 11:59 PM	Monday, March 24, 2025, 11:59 PM
April	4/30/2025	Tuesday, April 22, 2025, 11:59 PM	Wednesday, April 23, 2025, 11:59 PM
May	5/30/2025	Thursday, May 22, 2025, 11:59 PM	Friday, May 23, 2025, 11:59 PM
June	6/30/2025	Friday, June 20, 2025, 11:59 PM	Monday, June 23, 2025, 11:59 PM
July	7/31/2025	Wednesday, July 23, 2025, 11:59 PM	Thursday, July 24, 2025, 11:59 PM
August	8/29/2025	Thursday, August 21, 2025, 11:59 PM	Friday, August 22, 2025, 11:59 PM
September	9/30/2025	Monday, September 22, 2025, 11:59 PM	Tuesday, September 23, 2025, 11:59 PM
October	10/31/2025	Thursday, October 23, 2025, 11:59 PM	Friday, October 24, 2025, 11:59 PM
November	11/28/2025	Tuesday, November 18, 2025, 11:59 PM	Wednesday, November 19, 2025, 11:59 PM
December	12/31/2025	Monday, December 15, 2025, 11:59 PM	Tuesday, December 16, 2025, 11:59 PM