

Professional Staff Monthly Timesheet Deadlines

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