



2024-2025 PAYROLL DEADLINES FOR TIMESHEETS CODED: UUP-HRY, CLS-HRYA, & CLS-HRY

<u>Pay Period</u>	<u>Pay Period Begin Wednesday</u>	<u>Pay Period End Tuesday</u>	<u>Timesheet Due</u>	<u>IF EARLY DUE 9:00AM</u>	<u>Check Date</u>
11	8/14/2024	8/27/2024	8/27/2024	9:00 AM	9/11/2024
12	8/28/2024	9/10/2024	9/10/2024	12:00 NOON	9/25/2024
13	9/11/2024	9/24/2024	9/24/2024	12:00 NOON	10/9/2024
14	9/25/2024	10/8/2024	10/8/2024	9:00 AM	10/23/2024
15	10/9/2024	10/22/2024	10/22/2024	12:00 NOON	11/6/2024
16	10/23/2024	11/5/2024	11/5/2024	9:00 AM	11/20/2024
17	11/6/2024	11/19/2024	11/19/2024	9:00 AM	12/4/2024
18	11/20/2024	12/3/2024	12/3/2024	12:00 NOON	12/18/2024
19	12/4/2024	12/17/2024	12/17/2024	NO LATER THAN 9:00 AM	12/31/2024**
20*	12/18/2024	12/31/2024	12/23/2024	NO LATER THAN 12:00 NOON*	1/15/2025
21	1/1/2025	1/14/2025	1/14/2025	9:00 AM	1/29/2025
22	1/15/2025	1/28/2025	1/28/2025	12:00 NOON	2/12/2025
23	1/29/2025	2/11/2025	2/11/2025	9:00 AM	2/26/2025
24	2/12/2025	2/25/2025	2/25/2025	12:00 NOON	3/12/2025
25	2/26/2025	3/11/2025	3/11/2025	12:00 NOON	3/26/2025
26	3/12/2025	3/25/2025	3/25/2025	12:00 NOON	4/9/2025
1	3/26/2025	4/8/2025	4/8/2025	9:00 AM	4/23/2025
2	4/9/2025	4/22/2025	4/22/2025	12:00 NOON	5/7/2025
3	4/23/2025	5/6/2025	5/6/2025	12:00 NOON	5/21/2025
4	5/7/2025	5/20/2025	5/20/2025	9:00 AM	6/4/2025
5	5/21/2025	6/3/2025	6/3/2025	12:00 NOON	6/18/2025
6	6/4/2025	6/17/2025	6/17/2025	9:00 AM	7/2/2025
7	6/18/2025	7/1/2025	7/1/2025	12:00 NOON	7/16/2025
8	7/2/2025	7/15/2025	7/15/2025	12:00 NOON	7/30/2025
9	7/16/2025	7/29/2025	7/29/2025	12:00 NOON	8/13/2025
10	7/30/2025	8/12/2025	8/12/2025	12:00 NOON	8/27/2025

* Timesheets due in AD-244 NO LATER THAN 12 Noon due to the early holiday deadlines. Please anticipate hours worked between 12/24-12/31/2024. Changes to hours submitted may be made in the following pay period by submitting a REVISED timesheet. You may continue to email your hourly timesheets to Laura Murphy at lmurphy@binghamton.edu, or you can hand deliver them to our office in the Couper Administration Building, Room 244.

** 12/31/2024 will be a FAC/STAFF/GA & TA payday since 1/01/2025 is a HOLIDAY