

## Academic Year 2024-2025 Bi-Weekly Pay Schedule

Check #	Payroll #	Pay Period Dates	PAF Deadline to HR	Timesheet Due Date	Approver Due Date	Pay Date	Notes
1	BW-18	8/17/2024 – 8/30/2024	8/21/2024	8/28/2024	8/29/2024	9/6/2024	Academic Affairs PAF Deadline for Full-Time Faculty appointments; Early deadlines for Labor Day holiday
2	BW-19	8/31/2024 – 9/13/2024	9/3/2024	9/13/2024	9/16/2024	9/20/2024	FLAC Deadline for Part-time Faculty & Overloads
3	BW-20	9/14/2024 – 9/27/2024	9/25/2024	9/27/2024	9/30/2024	10/4/2024	
4	BW-21	9/28/2024 – 10/11/2024	10/7/2024	10/9/2024	10/10/2024	10/17/2024	Early deadlines & pay date changed for Fall Break
5	BW-22	10/12/2024 – 10/25/2024	10/14/2024	10/25/2024	10/28/2024	11/1/2024	FLAC Deadline for Part-time Faculty & Overloads
6	BW-23	10/26/2024 – 11/8/2024	11/6/2024	11/8/2024	11/11/2024	11/15/2024	
7	BW-24	11/9/2024 – 11/22/2024	11/15/2024	11/19/2024	11/20/2024	11/27/2024	Deduction holiday; Early deadlines & pay day changed for Thanksgiving
8	BW-25	11/23/2024 – 12/6/2024	12/4/2024	12/6/2024	12/9/2024	12/13/2024	
9	BW-26	12/7/2024 – 12/20/2024	12/10/2024	12/12/2024	12/13/2024	12/27/2024	Deadlines changed for Christmas break
10	BW-01	12/21/2024 – 1/3/2025	12/10/2024	12/19/2024	1/6/2025	1/10/2025	Early deadlines due to Christmas break
11	BW-02	1/4/2025 – 1/17/2025	1/7/2025	1/15/2025	1/16/2025	1/24/2025	FLAC Deadline for WinterSession: Early deadlines due to MLK Holiday
12	BW-03	1/18/2025 – 1/31/2025	1/21/2025	1/31/2025	2/3/2025	2/7/2025	FLAC Deadline for Spring Full & Spring 1 <sup>st</sup> terms
13	BW-04	2/1/2025 – 2/14/2025	2/12/2025	2/14/2025	2/17/2025	2/21/2025	
14	BW-05	2/15/2025 – 2/28/2025	2/21/2025	2/25/2025	2/26/2025	3/7/2025	Early deadlines due to Mardi Gras break
15	BW-06	3/1/2025 – 3/14/2025	3/12/2025	3/14/2025	3/17/2025	3/21/2025	
16	BW-07	3/15/2025 – 3/28/2025	3/18/2025	3/28/2025	3/31/2025	4/4/2025	FLAC Deadline for Spring 2 <sup>nd</sup> term
17	BW-08	3/29/2025 – 4/11/2025	4/7/2025	4/9/2025	4/10/2025	4/17/2025	Early deadlines & pay day changed for Easter Break
18	BW-09	4/12/2025 – 4/25/2025	4/23/2025	4/25/2025	4/28/2025	5/2/2025	
19	BW-10	4/26/2025 – 5/9/2025	5/7/2025	5/9/2025	5/12/2025	5/16/2025	Last pay date for 9-month salary schedule
20	BW-11	5/10/2025 – 5/23/2025	5/19/2025	5/21/2025	5/22/2025	5/30/2025	Deduction holiday; Early deadlines due to Memorial Day
21	BW-12	5/24/2025 – 6/6/2025	6/4/2025	6/6/2025	6/9/2025	6/13/2025	
22	BW-13	6/7/2025 – 6/20/2025	6/18/2025	6/20/2025	6/23/2025	6/27/2025	
23	BW-14	6/21/2025 – 7/4/2025	7/1/2025	7/3/2025	7/7/2025	7/11/2025	Early deadlines due to July 4 <sup>th</sup> holiday
24	BW-15	7/5/2025 – 7/18/2025	7/16/2025	7/18/2025	7/21/2025	7/25/2025	
25	BW-16	7/19/2025 – 8/1/2025	7/30/2025	8/1/2025	8/4/2025	8/8/2025	
26	BW-17	8/2/2025 – 8/15/2025	8/13/2025	8/15/2025	8/18/2025	8/22/2025	Last day for salary deferral

**\*Timesheets must be submitted by 12:00 PM on due date**

**\*Approvers must approve by 12:00 PM on due date**

**\*Dates are subject to change based on our academic schedule**