

UNIVERSITY OF SAN DIEGO
PAYROLL CALENDAR AND DEADLINE DATES
JULY 2024 TO JUNE 2025

HOURLY BI-WEEKLY PAYROLL DATES AND DEADLINES

Payroll No.	TIME CARDS DUE BY 12 P.M.	PAYDATES	PAY PERIOD	
			BEGINS	ENDS
14	6/28/2024 *	Jul - 5 - 2024	6/17/2024	6/30/2024
15	7/15/2024	Jul - 19 - 2024	7/1/2024	7/14/2024
16	7/29/2024	Aug - 2 - 2024	7/15/2024	7/28/2024
17	8/12/2024	Aug - 16 - 2024	7/29/2024	8/11/2024
18	8/26/2024	Aug - 30 - 2024	8/12/2024	8/25/2024
19	9/9/2024	Sep - 13 - 2024	8/26/2024	9/8/2024
20	9/23/2024	Sep - 27 - 2024	9/9/2024	9/22/2024
21	10/7/2024	Oct - 11 - 2024	9/23/2024	10/6/2024
22	10/21/2024	Oct - 25 - 2024	10/7/2024	10/20/2024
23	11/4/2024	Nov - 8 - 2024	10/21/2024	11/3/2024
24	11/18/2024	Nov - 22 - 2024	11/4/2024	11/17/2024
25	12/2/2024	Dec - 6 - 2024	11/18/2024	12/1/2024
26	12/16/2024	Dec - 20 - 2024	12/2/2024	12/15/2024
1	12/27/2024 *	Jan - 3 - 2025	12/16/2024	12/29/2024
2	1/10/2025 *	Jan - 17 - 2025	12/30/2024	1/12/2025
3	1/27/2025	Jan - 31 - 2025	1/13/2025	1/26/2025
4	2/10/2025	Feb - 14 - 2025	1/27/2025	2/9/2025
5	2/24/2025	Feb - 28 - 2025	2/10/2025	2/23/2025
6	3/10/2025	Mar - 14 - 2025	2/24/2025	3/9/2025
7	3/24/2025	Mar - 28 - 2025	3/10/2025	3/23/2025
8	4/7/2025	Apr - 11 - 2025	3/24/2025	4/6/2025
9	4/21/2025	Apr - 25 - 2025	4/7/2025	4/20/2025
10	5/5/2025	May - 9 - 2025	4/21/2025	5/4/2025
11	5/19/2025	May - 23 - 2025	5/5/2025	5/18/2025
12	6/2/2025	Jun - 6 - 2025	5/19/2025	6/1/2025
13	6/16/2025	Jun - 20 - 2025	6/2/2025	6/15/2025

PLEASE NOTE THAT ALL TIMECARDS MUST BE APPROVED AND SUBMITTED BY 12 PM ON THE DEADLINE DATE

***ACCELERATED TIMECARD DEADLINES DUE TO HOLIDAYS**

Paperwork is due the Thursday before the pay period end date unless otherwise noted.