

PAYROLL CALENDAR for Fiscal Year 2025 (July 1, 2024 to June 30, 2025)

PLEASE NOTE: To ensure payment on the following distribution dates all appropriate paperwork must be received by the due date shown below!

PAY Type, # <small>see below</small>	PAYROLL PERIODS	Payroll Forms deadline to HR	Time Entry dates for employees & originators	Approval Deadline 11:59 PM	Payday
SM14 ^{a3}	July 1-15, 2024	8-Jul	**Jul 15	Jul-16	Monday, July 22, 2024
SM15 ^{a3}	July 16-31, 2024	22-Jul	Jul 16-31	Aug-01	Wednesday, August 7, 2024
SM16 ^{a3}	Aug. 1-15, 2024	9-Aug	Aug 1-15	Aug-16	Thursday, August 22, 2024
SM17 ^a	Aug. 16-31, 2024	22-Aug	Aug 16-31	Sep-03	Friday, September 6, 2024
SM18 ^a	Sept. 1-15, 2024	9-Sep	Sep 1-15	Sep-16	Friday, September 20, 2024
SM19 ^a	Sept. 16-30, 2024	23-Sep	Sep 16-30	Oct-01	Monday, October 7, 2024
SM20 ^a	Oct. 1-15, 2024	7-Oct	Oct 1-15	Oct-16	Tuesday, October 22, 2024
SM21 ^a	Oct. 16-31, 2024	21-Oct	Oct 16-31	Nov-01	Thursday, November 7, 2024
SM22 ^a	Nov. 1-15, 2024	7-Nov	Nov 1-15	Nov-18	Friday, November 22, 2024
SM23 ^a	Nov. 16-30, 2024	21-Nov	Nov 16-30	Dec-02	Friday, December 6, 2024
SM24 ^a	Dec. 1- 15, 2024	9-Dec	Dec 1-15	Dec-16	Friday, December 20, 2024
SM1	Dec. 16-31, 2024	20-Dec	Dec 16-31	Jan-02	Tuesday, January 7, 2025
SM2 ^{a2}	Jan. 1-15, 2025	6-Jan	Jan 1-15	Jan-16	Wednesday, January 22, 2025
SM3 ^{a2}	Jan. 16-31, 2025	21-Jan	Jan 16-31	Feb-03	Friday, February 7, 2025
SM4 ^{a2}	Feb. 1-15, 2025	6-Feb	Feb 1-15	Feb-18	Friday, February 21, 2025
SM5 ^{a2}	Feb. 16-28, 2025	21-Feb	Feb 16-28	Mar-03	Friday, March 7, 2025
SM6 ^{a2}	March 1-15, 2025	6-Mar	Mar 1-15	Mar-17	Friday, March 21, 2025
SM7 ^{a2}	March 16-31, 2025	20-Mar	Mar 16-31	Apr-01	Monday, April 7, 2025
SM8 ^{a2}	April 1-15, 2025	7-Apr	Apr 1-15	Apr-16	Tuesday, April 22, 2025
SM9 ^{a2}	April 16-30, 2025	18-Apr	Apr 16-30	May-01	Wednesday, May 7, 2025
SM10	May 1-15, 2025	8-May	May 1-15	May-16	Thursday, May 22, 2025
SM11	May 16-31, 2025	20-May	May 16-31	Jun-02	Friday, June 6, 2025
SM12 ^{a3}	June 1-15, 2025	6-Jun	Jun 1-15	Jun-17	Friday, June 20, 2025
SM13 ^{a3}	June 16-30, 2025	20-Jun	Jun 16-30	Jul-01	Monday, July 7, 2025

Legend: Summer Spring Fall

**** Please note: Time entry for SM14 won't be opened until July 15, 2024 to allow time for year end processing.**

- The official workweek of SLCC is: Saturday at 12:00 am until the next Friday at 11:59 pm

- If you need to enter time that was missed on a previous payroll please enter the total hours on a Saturday and add notes in the comments section.