

2024 - 2025 Bi-Weekly WTE Payroll Schedule



Pay #	Notes	Pay Period	Employee Time Entry Deadline 12:00 noon	Approver Deadline 6:00 PM	Pay Date
15	July 4th	07/01/24 to 07/14/24	07/15/24	07/15/24	07/26/24
16		07/15/24 to 07/28/24	07/29/24	07/29/24	08/09/24
17		07/29/24 to 08/11/24	08/12/24	08/12/24	08/23/24
18	<i>Fall Term - Aug 19</i>	08/12/24 to 08/25/24	08/26/24	08/26/24	09/06/24
19	Labor Day - Sep 2	08/26/24 to 09/08/24	09/09/24	09/09/24	09/20/24
20		09/09/24 to 09/22/24	09/23/24	09/23/24	10/04/24
21**	Fall Break Oct 7-8	09/23/24 to 10/06/24	10/02/24	10/02/24	10/18/24
22		10/07/24 to 10/20/24	10/21/24	10/21/24	11/01/24
23		10/21/24 to 11/03/24	11/04/24	11/04/24	11/15/24
24**	Election Day - Nov 5	11/04/24 to 11/17/24	11/14/24	11/14/24	11/29/24
25**	Thanksgiving - Nov 27-29	11/18/24 to 12/01/24	11/20/24	11/20/24	12/13/24
26**	<i>Winter Term - Dec 16</i>	12/02/24 to 12/15/24	12/04/24	12/04/24	12/27/24
1**		12/16/24 to 12/29/24	12/16/24	12/16/24	01/10/25
2		12/30/24 to 01/12/25	01/13/25	01/13/25	01/24/25
3	<i>MLK Day - Jan 20; Spr Term - Jan 21</i>	01/13/25 to 01/26/25	01/27/25	01/27/25	02/07/25
4		01/27/25 to 02/09/25	02/10/25	02/10/25	02/21/25
5		02/10/25 to 02/23/25	02/24/25	02/24/25	03/07/25
6		02/24/25 to 03/09/25	03/10/25	03/10/25	03/21/25
7	Spring Break - Mar 17-21	03/10/25 to 03/23/25	03/25/25	03/25/25	04/04/25
8		03/24/25 to 04/06/25	04/07/25	04/07/25	04/18/25
9		04/07/25 to 04/20/25	04/21/25	04/21/25	05/02/25
10		04/21/25 to 05/04/25	05/05/25	05/05/25	05/16/25
11	<i>Summer Term - May 12</i>	05/05/25 to 05/18/25	05/19/25	05/19/25	05/30/25
12	Memorial Day - May 26	05/19/25 to 06/01/25	06/02/25	06/02/25	06/13/25
13		06/02/25 to 06/15/25	06/16/25	06/16/25	06/27/25
14	Juneteenth-June 19	06/16/25 to 06/29/25	06/30/25	06/30/25	07/11/25

** Indicates moved deadline for Holiday schedule