



**BUSINESS, FACILITIES, AND OPERATIONS DIVISION**  
**PAYROLL SERVICES, MC 244**

**DATE:** July 29, 2024  
**TO:** All substitute staff member  
**FROM:** Elvira Manuel, Payroll Supervisor  
**SUBJECT:** FY 2024-2025 PAYROLL DEADLINES: SUBSTITUTES TIMESHEETS

The Payroll Deadline Information listed below, are for the month(s) of **July 2024 through June 2025**, for planning purposes and to ensure your program/dept. admin meets the respective cut-offs.

Please refer to the table below for **Substitute** payroll cutoff dates. NRCE and CLPE timesheets follow the same cut-off for all **non-permanent** staff. For any sub timesheets received after the cutoff dates, they will be processed with the **next** available payroll. \*No sub timesheet submitted, means no substitute payroll is processed.

PAY PERIOD		SUBSTITUTES DUE TO PAYROLL		PAYROLL DATE	
5:00 PM	TUESDAY	AUGUST 27	Tuesday	September 10	July 26 - August 25
5:00 PM	FRIDAY	SEPTEMBER 27	Thursday	October 10	August 26 - September 25
NOON	FRIDAY	OCTOBER 25	Wednesday	November 6	September 26 - October 25
NOON	TUESDAY	NOVEMBER 27	Monday	December 9	October 26 - November 25
NOON	FRIDAY	DECEMBER 27	Thursday	January 9, 2025	November 26 - December 25
5:00 PM	MONDAY	JANUARY 27	Monday	February 10	December 26 - January 25
5:00 PM	FRIDAY	FEBRUARY 26	Monday	March 10	January 26 - February 25
5:00 PM	THURSDAY	MARCH 27	Thursday	April 10	February 26 - March 25
NOON	FRIDAY	APRIL 26	Friday	May 10	March 26 - April 25
NOON	WEDNESDAY	MAY 28	Tuesday	June 10	April 26 - May 25
NOON	THURSDAY	JUNE 27	Thursday	July 10	May 26 - June 25
NOON	TUESDAY	JULY 29	Friday	August 8	June 26 - July 25

Note: As you receive timesheets, please submit the approved timesheet to [Payroll@scoecollege.edu](mailto:Payroll@scoecollege.edu) so cutoff dates can be adhered to