**Daemen University Employee & Faculty Payroll Schedule**

***2024-2025***

|  |  |  |  |
| --- | --- | --- | --- |
| **WEEK** | **PAY PERIOD** | **DUE DATE** | **PAY DATE** |
|  |  |  |  |
| 37 | Aug. 25 - Sept. 7 | Sept. 9 | Sept. 13 |
| 39 | Sept. 8 - Sept. 21 | Sept. 23 | Sept. 27 |
| 41 | Sept. 22 - Oct. 5 | Oct. 7 | Oct. 11 |
| 43 | Oct. 6 - Oct. 19 | Oct. 21 | Oct. 25 |
| 45 | Oct. 20 - Nov. 2 | Nov. 4 | Nov. 8 |
| 47 | Nov. 3 - Nov. 16 | Nov. 18 | Nov. 22 |
| 49 | Nov. 17 - Nov. 30 | Dec. 2 | Dec. 6 |
| 51 | Dec.1 - Dec. 14 | Dec. 16 | Dec. 20 |
| 1 | Dec. 15 - Dec. 28 | Dec. 30 | Jan. 3 |
| 3 | Dec. 29 - Jan. 11 | Jan. 13 | Jan. 17 |
| 5 | Jan. 12 - Jan. 25 | Jan. 27 | Jan. 31 |
| 7 | Jan. 26 - Feb. 8 | Feb. 10 | Feb. 14 |
| 9 | Feb. 9 - Feb. 22 | Feb. 24 | Feb. 28 |
| 11 | Feb. 23 - Mar. 8 | Mar. 10 | Mar. 14 |
| 13 | Mar 9 - Mar. 22 | Mar. 24 | Mar. 28 |
| 15 | Mar. 23 - Apr. 5 | Apr. 7 | Apr. 11 |
| 17 | Apr.6 - Apr. 19 | Apr. 21 | Apr. 25 |
| 19 | Apr. 20 - May 3 | May 5 | May 9 |
| 21 | May 4 - May 17 | May 19 | May 23 |
| 23 | May 18 - May 31 | June 2 | June 6 |
| 25 | June 1 - June 14 | June16 | June 20 |
| 27 | June 15 - June 28 | June 30 | Thursday, July 3 |
| 29 | June 29 - July 12 | July 14 | July 18 |
| 31 | July 13 - July 26 | July 28 | Aug. 1 |
| 33 | July 27 - Aug. 9 | Aug. 11 | Aug. 15 |
| 35 | Aug 10 - Aug. 23 | Aug. 25 | Aug. 29 |
|  |  |  |  |

Supervisors need to approve timecards by NOON on the due dates listed above and are responsible for ensuring their accuracy. (Employees working OVER 6 hours per day, *BY LAW*, must take at least a half hour lunch.)

**Please put** **due date** **reminders in your Google calendars!**