

Business Services Office Due Dates 2024 - 2025

Month	Intents Due	Timesheets Due	Online Absence Reports Due	Checkwrites	Variable Payroll Pay Day	Regular Staff Pay Day
July	07/11/24	07/25/24	08/05/24	7/11, 7/18, 7/25	07/10/24	07/31/24
August	08/09/24	08/23/24	09/05/24	8/1, 8/8, 8/15, 8/22, 8/29	08/09/24	08/30/24
September	09/11/24	09/25/24	10/05/24	9/5, 9/12, 9/19, 9/26	09/10/24	09/30/24
October	10/10/24	10/25/24	11/05/24	10/3, 10/10, 10/17, 10/24, 10/31	10/10/24	10/31/24
November	11/07/24	11/22/24	12/05/24	11/7, 11/14, 11/21	11/08/24	11/27/24
December	12/03/24	12/16/24	01/05/25	12/5, 12/12, 12/19	12/10/24	01/02/25
January	01/10/25	01/24/25	02/05/25	1/2, 1/9, 1/16, 1/23, 1/30	01/10/25	01/31/25
February	02/06/25	02/25/25	03/05/25	2/6, 2/12, 2/20, 2/27	02/10/25	02/28/25
March	03/11/25	03/25/25	04/05/25	3/6, 3/13, 3/20, 3/27	03/10/25	03/28/25
April	04/10/25	04/25/25	05/05/25	4/3, 4/10, 4/17, 4/24	04/10/25	04/30/25
May	05/08/25	05/23/25	06/05/25	5/1, 5/8, 5/15, 5/22, 5/29	05/09/25	05/30/25
June	06/11/25	06/24/25	07/05/25	6/5, 6/12, 6/23	06/10/25	06/30/25
NOTES:	Intent and Timesheet due dates apply to the following employees: Classified Temporary, Special Rate, Student Help, Work Study, Classified Regular OT & Differential	Absence Reports for Classified Regular Employees and Managers Only	For payments charged to District Accounts (GENFD, CCDFD, COPFD). Documents due to the Business Services Office five working days prior to meet checkwrite. Checks mailed five calendar days following checkwrite date.	For payments charged to campus-based accounts IR, Trust, ASG, and Agency funds (BANSC, SCOSC). Documents due three working days before each checkwrite. Checks mailed five calendar days following checkwrite date.	Distribution date for all non-regular employees <u>and</u> OT and Differential for regular employees	Distribution date for all regular salaries.