



TO : Faculty, Staff & Student Employees  
 FROM : Payroll Department  
 RE : Pay Schedule for Fiscal Year 2024-2025

<u>PAY THROUGH:</u>	<u>TIME ENTRY DUE:</u>	<u>PAYDAY:</u>
<b>SUMMER 2024</b>		
June 29, 2024	July 01, 2024	July 05, 2024
July 13	July 15	July 19
July 27	July 29	August 02
August 10	August 12	August 16
<b>FALL 2024</b>		
August 24, 2024	August 26, 2024	August 30, 2024 $\phi$ , $\tau$
September 07	September 09	September 13
September 21	September 23	September 27
October 05	October 07	October 11
October 19	October 21	October 25
November 02	November 04	November 08
November 16	November 18	November 22
November 30	December 02	December 06
December 14	December 16	December 20
<b>WINTER 2025</b>		
December 28, 2024	December 18, 2024** (early)	January 03, 2025 $\phi$ , $\tau$
January 11	January 13	January 17 $\tau$
January 25	January 27	January 31
February 08	February 10	February 14
February 22	February 24	February 28
March 08	March 10	March 14
March 22	March 24	March 28
April 05	April 07	April 11
April 19	April 21	April 25
May 03	May 05	May 09
<b>SPRING 2025</b>		
May 17, 2025	May 19, 2025	May 23, 2025
May 31	June 02	June 06
June 14	June 16	June 20

- \*\* Denotes special time for Web time entry and Ultra Time due dates because of holidays.
- $\phi$  For student employment purposes the pay period is in fall semester.
- $\ast$  For student employment purposes the pay period is in winter semester and classes not in session.
- $\tau$  No Adjunct Faculty contract payment

**Notes:** Online payroll advice will be available on the portal (mysvsu.edu) by the pay date. For employees on the automated time reporting, all hour information MUST be entered and confirmed by the Monday 10:00 a.m. deadline. Information must be submitted to Human Resources no later than noon on the Thursday immediately preceding the payroll week (unless notified of a different time).