

**SCHEDULE FOR SUBMITTING TIMESHEETS  
FOR PAY DATES AS INDICATED  
December 19, 2024 TO DECEMBER 4, 2025**

Work Period for Hours Worked, Overtime, Shift Premiums and Vacation/Sick Days	Timesheets to be submitted by 12:00 noon on THURSDAY	PAY DATE 2025
November 29, 2024 - December 12, 2024	December 12	December 19, 2024
December 13, 2024 - December 26, 2024	*December 17*	January 2, 2025
December 27, 2024 - January 9, 2025	January 9	January 16, 2025
January 10, 2025 - January 23, 2025	January 23	January 30, 2025
January 24, 2025 - February 6, 2025	February 6	February 13, 2025
February 7, 2025 - February 20, 2025	February 20	February 27, 2025
February 21, 2025 - March 6, 2025	March 6	March 13, 2025
March 7, 2025 - March 20, 2025	March 20	March 27, 2025
March 21, 2025 - April 3, 2025	April 3	April 10, 2025
April 4, 2025 - April 17, 2025	April 17	April 24, 2025
April 18, 2025 - May 1, 2025	May 1	May 8, 2025
May 2, 2025 - May 15, 2025	May 15	May 22, 2025
May 16, 2025 - May 29, 2025	May 29	June 5, 2025
May 30, 2025 - June 12, 2025	June 12	June 19, 2025
June 13, 2025 - June 26, 2025	June 26	July 3, 2025
June 27, 2025 - July 10, 2025	July 10	July 17, 2025
July 11, 2025 - July 24, 2025	July 24	July 31, 2025
July 25, 2025 - August 7, 2025	August 7	August 14, 2025
August 8, 2025 - August 21, 2025	August 21	August 28, 2025
August 22, 2025 - September 4, 2025	September 4	September 11, 2025
September 5, 2025 - September 18, 2025	September 18	September 25, 2025
September 19, 2025 - October 2, 2025	October 2	October 9, 2025
October 3, 2025 - October 16, 2025	October 16	October 23, 2025
October 17, 2025 - October 30, 2025	October 30	November 6, 2025
October 31, 2025 - November 13, 2025	November 13	November 20, 2025
November 14, 2025 - November 27, 2025	November 27	December 4, 2025

\*\*Denotes change to regular schedule