

# UTSA Payroll Services

## 2024 - 2025 Semi-Monthly Timesheet Deadlines

Timesheet Begin Date	Timesheet End Date	Employee Submission due **by 10 am	Supervisor Approval Deadline *by 3pm
08/16/24	08/18/24	08/19/24	08/21/24
08/19/24	08/25/24	08/26/24	08/28/24
08/26/24	08/31/24	9/3/2024***	9/3/2024***
09/02/24	09/08/24	09/09/24	09/11/24
09/09/24	09/15/24	09/16/24***	09/16/24***
09/16/24	09/22/24	09/23/24	09/25/25
09/23/24	09/29/24	09/30/24**	10/02/24**
09/30/24	09/30/24	10/01/24**	10/02/24**
10/01/24	10/06/24	10/07/24	10/09/24
10/07/24	10/13/24	10/14/24**	10/16/24**
10/14/24	10/15/24	10/16/24**	10/17/24**
10/16/24	10/20/24	10/21/24	10/23/24
10/21/24	10/27/24	10/28/24	10/30/24
10/28/24	10/31/24	11/01/24	11/04/24
11/01/24	11/03/24	11/04/24	11/06/24
11/04/24	11/10/24	11/11/24	11/13/24
11/11/24	11/15/24	11/18/24**	11/19/24**
11/16/24	11/17/24	11/18/24**	11/20/24**
11/18/24	11/24/24	11/25/24	11/27/24
11/25/24	11/30/24	12/02/24	12/03/24
12/01/24	12/08/24	12/09/24	12/11/24
12/09/24	12/15/24	12/16/24	12/17/24
12/16/24	12/22/24	12/23/24	12/26/24
12/23/24	12/29/24	12/30/24	01/02/25
12/30/24	12/31/24	01/02/25	01/03/25***
01/01/25	01/05/25	01/06/25	01/08/25
01/06/25	01/12/25	01/13/25	01/15/25
01/13/25	01/15/25	01/16/25	01/17/25
01/16/25	01/19/25	01/21/25	01/22/25
01/20/25	01/26/25	01/27/25	01/28/25
01/27/25	01/31/25	02/03/25	02/04/25
02/01/25	02/02/25	02/03/25	02/05/25
02/03/25	02/09/25	02/10/25	02/12/25
02/10/25	02/15/25	02/17/25	02/18/25
02/16/25	02/23/25	02/24/25	02/26/25

\*All time must be entered and exception cleared by deadline date

\*\*Two timesheets due during this week based on payroll end dates

\*\*\*Time must be approved for payroll processing day deadline

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## 2024 - 2025 Semi-Monthly Timesheet Deadlines

Timesheet Begin Date	Timesheet End Date	Employee Submission due **by 10 am	Supervisor Approval Deadline *by 3pm
02/24/25	02/28/25	03/03/25	03/04/25
03/01/25	03/02/25	03/03/25	03/05/25
03/03/25	03/09/25	03/10/25	03/11/25
03/10/25	03/15/25	03/17/25	03/18/25
03/16/25	03/23/25	03/24/25	03/26/25
03/24/25	03/31/25	04/01/25	04/02/25
04/01/25	04/06/25	04/07/25	04/09/25
04/07/25	04/13/25	04/14/25***	04/16/25***
04/14/25	04/15/25	04/16/25***	04/16/25***
04/16/25	04/20/25	04/21/25	04/23/25
04/21/25	04/27/25	04/28/25	04/30/25
04/28/25	04/30/25	05/01/25	05/02/25
05/01/25	05/04/25	05/05/25	05/07/25
05/05/25	05/11/25	05/12/25	05/13/25
05/12/25	05/15/25	05/16/25	05/19/25
05/16/25	05/18/25	05/19/25	05/21/25
05/19/25	05/25/25	05/27/25	05/28/25
05/26/25	05/31/25	06/02/25	06/03/25
06/01/25	06/08/25	06/09/25	06/11/25
06/09/25	06/15/25	06/16/25	06/17/25
06/16/25	06/22/25	06/23/25	06/25/25
06/23/25	06/30/25**	07/01/25	07/02/25
07/01/25	07/06/25	07/07/25	07/09/25
07/07/25	07/13/25	07/14/25	07/16/25
07/14/25	07/15/25	07/16/25	07/17/25
07/16/25	07/20/25	07/21/25	07/23/25
07/21/25	07/27/25	07/28/25	07/30/25
07/28/25	07/31/25	08/01/25	08/04/25***
08/01/25	08/03/25	08/04/25	08/06/25
08/04/25	08/10/25	08/11/25	08/13/25
08/11/25	08/15/25	08/18/25	08/19/25
08/16/25	08/17/25	08/18/25	08/20/25
08/18/25	08/24/25	08/25/25	08/27/25
08/25/25	08/31/25	09/01/25	09/02/25
09/01/25	09/07/25	09/08/25	09/10/25
09/08/25	09/15/25	09/16/25	09/17/25
09/16/25	09/21/25	09/22/25	09/24/25
09/22/25	09/28/25	09/29/25	10/01/25

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