

FY25 PAY PERIODS AND PAY DATES SCHEDULE

	AY Pay #	Workday PAY PERIOD END DATE (PPE)	BI-WEEKLY PAY PERIOD DATES (12:00 am Saturday to 11:59 pm Friday)		DAY	BI-WEEKLY PAY DATE	DAY	Workday TIMESHEETS AVAILABLE (before previous period closes)	DAY	Workday TIMESHEETS MUST BE APPROVED BY 12 NOON*	ADJUSTMENTS
AY24	19	05/10/24	04/27/24 -	05/10/24	F	05/17/24	W	04/24/24	Sa	05/11/24	
	20	05/24/24	05/11/24 -	05/24/24	F	05/31/24	W	05/08/24	F	05/24/24	A
Summer I (Pays 1-3, 3 total)	1	06/07/24	05/25/24 -	06/07/24	F	06/14/24	W	05/22/24	Sa	06/08/24	
	2	06/21/24	06/08/24 -	06/21/24	F	06/28/24	W	06/05/24	Sa	06/22/24	
	3	07/05/24	06/22/24 -	07/05/24	F	07/12/24	W	06/19/24	W	07/03/24	B
Summer II (Pays 4-6, 3 total)	4	07/19/24	07/06/24 -	07/19/24	F	07/26/24	W	07/03/24	Sa	07/20/24	
	5	08/02/24	07/20/24 -	08/02/24	F	08/09/24	W	07/17/24	Sa	08/03/24	
	6	08/16/24	08/03/24 -	08/16/24	F	08/23/24	W	07/31/24	Sa	08/17/24	
Academic Year 2024-2025	1	08/30/24	08/17/24 -	08/30/24	F	09/06/24	W	08/14/24	F	08/30/24	C
	2	09/13/24	08/31/24 -	09/13/24	F	09/20/24	W	08/28/24	Sa	09/14/24	
	3	09/27/24	09/14/24 -	09/27/24	F	10/04/24	W	09/11/24	Sa	09/28/24	
	4	10/11/24	09/28/24 -	10/11/24	F	10/18/24	W	09/25/24	F	10/12/24	
	5	10/25/24	10/12/24 -	10/25/24	F	11/01/24	W	10/09/24	F	10/26/24	
	6	11/08/24	10/26/24 -	11/08/24	F	11/15/24	W	10/23/24	F	11/09/24	
	7	11/22/24	11/09/24 -	11/22/24	F	11/29/24	W	11/06/24	S	11/23/24	
	8	12/06/24	11/23/24 -	12/06/24	F	12/13/24	W	11/20/24	Sa	12/07/24	
	9	12/20/24	12/07/24 -	12/20/24	F	12/27/24	W	12/04/24	W	12/18/24	
	10	01/03/25	12/21/24 -	01/03/25	F	01/10/25	W	12/04/24	W	12/18/24	D
	11	01/17/25	01/04/25 -	01/17/25	F	01/24/25	W	01/01/25	Sa	01/18/25	
	12	01/31/25	01/18/25 -	01/31/25	F	02/07/25	W	01/15/25	Sa	02/01/25	
	13	02/14/25	02/01/25 -	02/14/25	F	02/21/25	W	01/29/25	Sa	02/15/25	
	14	02/28/25	02/15/25 -	02/28/25	F	03/07/25	W	02/12/25	Sa	03/01/25	
	15	03/14/25	03/01/25 -	03/14/25	F	03/21/25	W	02/26/25	Sa	03/15/24	
	16	03/28/25	03/15/25 -	03/28/25	F	04/04/25	W	03/12/25	Sa	03/29/25	
	17	04/11/25	03/29/25 -	04/11/25	F	04/18/25	W	03/26/25	Sa	04/12/25	
	18	04/25/25	04/12/25 -	04/25/25	F	05/02/25	W	04/09/25	Sa	04/26/25	
	19	05/09/25	04/26/25 -	05/09/25	F	05/16/25	W	04/23/25	Sa	05/10/25	
	20	05/23/25	05/10/25 -	05/23/25	F	05/30/25	W	05/07/25	F	05/23/25	E
	1	06/06/25	05/24/25 -	06/06/25	F	06/13/25	W	05/21/25	Sa	06/07/25	
	2	06/20/25	06/07/25 -	06/20/25	F	06/27/25	W	06/04/25	Sa	06/21/25	
	3	07/04/25	06/21/25 -	07/04/25	F	07/11/25	W	06/18/25	Th	07/03/25	F

IMPORTANT REMINDERS

***All hourly employees MUST submit all hours worked and approved Time Off in their timesheet. Employees that do not enter their hours worked on time may not be paid on time.** Managers must review all Time Off requests and timesheets for accuracy and approve by the applicable 12 noon deadline; unapproved Time Off will not generate hours in the timesheet. Employees must ask their manager to confirm when they must complete and submit their timesheet for review and approval to ensure their Manager can meet this deadline.

There are twenty (20) pay periods in the 2024-2025 Academic Year. Fall semester classes begin on September 3, 2024; 10-Month Faculty and Staff begin work on August 26, 2024, which is PPE August 30, 2024. Spring semester classes end May 23, 2025, which is PPE May 23, 2025.

ADDITIONAL INFORMATION

-- Spring Break for Faculty and Students is March 17-23, 2025.

-- Spring Break for Staff is Friday, March 21, 2025.

-- Final date to use 2024 Annual and Personal Time Off for Staff and Administrators is Friday, December 20, 2024.

-- Please note the following Web Timesheet Deadline and/or Pay Date adjustments due to College Closings (see above):

- A. Early Timesheet deadline due to Memorial Day Holiday on Monday, May 27, 2024.
- B. Early Timesheet deadline due to Independence Day Holidays on Thursday, July 4, and Friday, July 5, 2024.
- C. Early Timesheet deadline due to Labor Day Holiday on Monday, September 2, 2024.
- D. Early Timesheet deadline due to Winter Break on December 23, 2024-January 3, 2025.
- E. Early Timesheet deadline due to Memorial Day Holiday on Monday, May 26, 2025.
- F. Early Timesheet deadline due to Independence Day Holiday on Friday, July 4, 2025.

-- Payslips are available in Workday two (2) days before the pay date: **Pay app** → **Payslips (on homepage by pay date)**,
OR **View** → **Payslips**

-- Manage your **Payment Elections for Payroll and Expense Payments** in Workday: **Pay app** → **Actions** → **Payment Elections**

-- Contact the Payroll Services Team with any questions at: payroll@montgomerycollege.edu.

FY25 PAID HOLIDAYS FOR STAFF

Year	Holiday	Day and Date	Total Days
FY24	Memorial Day	Monday, May 27, 2024	1
FY24	Juneteenth National Independence Day	Wednesday, June 19, 2024	1
FY25	Independence Day and the Day After	Thursday, July 4, 2024 and Friday, July 5, 2024*	2
FY25	Labor Day	Monday, September 2, 2024	1
FY25	Thanksgiving Day and the Day After	Thursday, November 28, 2024 and Friday, November 29, 2024*	2
FY25	Winter Break	Monday, December 23, 2024 through Friday, January 3, 2025*	10
FY25	Dr. Martin Luther King, Jr. Day	Monday, January 20, 2025	1
FY25	Spring Break for Staff	Friday, March 21, 2025*	1
FY25	Memorial Day	Monday, May 26, 2025	1
FY25	Juneteenth National Independence Day	Thursday, June 19, 2025	1

*Staff with standard time entry (total hours per day) regularly scheduled to work weekend days following Friday Holidays should email Payroll@montgomerycollege.edu to ensure correct application of Holiday hours.