

Timekeeper Schedule

| 2025 Pay Period | # of Days | Pay Period/ Overtime | | Pay Date | Time Report 1 Due | Time Report 2 Due | New Timesheets Available | Pay Register Review <u>AFTER</u> <u>1PM</u> | Pay Check Pick Up @1:30PM |
|-----------------------|--------------|-------------------------|----------|----------|-------------------------|-------------------------|--------------------------------|---|---------------------------------|
| | | BEGINS | ENDS | | | | | | |
| 1 | 11 | 12/01/24 | 12/16/24 | 01/02/25 | 12/18/24 | 12/23/24 | 12/19/24 | 12/27/24 | 12/30/24 |
| 2 | 11 | 12/17/24 | 12/31/24 | 01/15/25 | 01/03/25 | 01/06/25 | 01/03/25 | 01/10/25 | 01/13/25 |
| 3 | 11 | 01/01/25 | 01/15/25 | 02/03/25 | 01/17/25 | 01/21/25 | 01/17/25 | 01/29/25 | 01/30/25 |
| 4 | 11 | 01/16/25 | 01/30/25 | 02/18/25 | 02/03/25 | 02/03/25 | 02/04/25 | 02/12/25 | 02/13/25 |
| 5 | 11 | 01/31/25 | 02/14/25 | 03/03/25 | 02/18/25 | 02/18/25 | 02/20/25 | 02/26/25 | 02/27/25 |
| 6 | 10 | 02/15/25 | 02/28/25 | 03/17/25 | 03/04/25 | 03/04/25 | 03/05/25 | 03/12/25 | 03/13/25 |
| 7 | 11 | 03/01/25 | 03/17/25 | 04/01/25 | 03/19/25 | 03/24/25 | 03/20/25 | 03/27/25 | 03/28/25 |
| 8 | 11 | 03/18/25 | 04/01/25 | 04/15/25 | 04/03/25 | 04/07/25 | 04/04/25 | 04/10/25 | 04/11/25 |
| 9 | 10 | 04/02/25 | 04/15/25 | 05/01/25 | 04/17/25 | 04/21/25 | 04/17/25 | 04/28/25 | 04/29/25 |
| 10 | 11 | 04/16/25 | 04/30/25 | 05/15/25 | 05/02/25 | 05/05/25 | 05/02/25 | 05/12/25 | 05/13/25 |
| 11 | 11 | 05/01/25 | 05/15/25 | 06/02/25 | 05/19/25 | 05/19/25 | 05/21/25 | 05/28/25 | 05/29/25 |
| 12 | 11 | 05/16/25 | 05/31/25 | 06/16/25 | 06/03/25 | 06/09/25 | 06/04/25 | 06/11/25 | 06/12/25 |
| 13 | 10 | 06/01/25 | 06/13/25 | 07/01/25 | 06/16/25 | 06/16/25 | 06/17/25 | 06/26/25 | 06/27/25 |
| 14 | 11 | 06/14/25 | 06/30/25 | 07/15/25 | 07/02/25 | 07/07/25 | 07/03/25 | 07/10/25 | 07/11/25 |
| 15 | 11 | 07/01/25 | 07/15/25 | 08/01/25 | 07/17/25 | 07/21/25 | 07/18/25 | 07/29/25 | 07/30/25 |
| 16 | 11 | 07/16/25 | 07/30/25 | 08/15/25 | 08/04/25 | 08/04/25 | 08/05/25 | 08/12/25 | 08/13/25 |
| 17 | 11 | 07/31/25 | 08/14/25 | 09/02/25 | 08/18/25 | 08/18/25 | 08/20/25 | 08/27/25 | 08/28/25 |
| 18 | 11 | 08/15/25 | 08/31/25 | 09/15/25 | 09/02/25 | 09/08/25 | 09/03/25 | 09/10/25 | 09/12/25 |
| 19 | 11 | 09/01/25 | 09/15/25 | 10/01/25 | 09/17/25 | 09/22/25 | 09/18/25 | 09/26/25 | 09/29/25 |
| 20 | 11 | 09/16/25 | 09/30/25 | 10/15/25 | 10/02/25 | 10/06/25 | 10/03/25 | 10/09/25 | 10/10/25 |
| 21 | 11 | 10/01/25 | 10/15/25 | 11/03/25 | 10/20/25 | 10/20/25 | 10/23/25 | 10/29/25 | 10/30/25 |
| 22 | 11 | 10/16/25 | 10/30/25 | 11/17/25 | 11/03/25 | 11/03/25 | 11/05/25 | 11/12/25 | 11/13/25 |
| 23 | 11 | 10/31/25 | 11/14/25 | 12/01/25 | 11/17/25 | 11/17/25 | 11/18/25 | 11/25/25 | 11/26/25 |
| 24 | 10 | 11/15/25 | 11/30/25 | 12/15/25 | 12/02/25 | 12/08/25 | 12/03/25 | 12/10/25 | 12/11/25 |

* The pay date is on a day other than the 1st or 15th