

Time Sheets received by these dates should be paid on the date in the corresponding column

For Grant Management SY 2024-2025

All Grant Time Sheets (companies 2406 through 2999)

	Received by Grant Management (Grant Management will submit to Payroll by the date in the next column)	Must be Received by Payroll (through Grant Management)	Check Date
Period			
1	Thursday, July 11, 2024	Tuesday, July 16, 2024	Thursday, July 25, 2024
2	Friday, July 26, 2024	Wednesday, July 31, 2024	Friday, August 9, 2024
3	Friday, August 9, 2024	Wednesday, August 14, 2024	Friday, August 23, 2024
4	Monday, August 26, 2024	Thursday, August 29, 2024	Tuesday, September 10, 2024
5	Wednesday, September 11, 2024	Monday, September 16, 2024	Wednesday, September 25, 2024
6	Wednesday, September 25, 2024	Tuesday, October 1, 2024	Thursday, October 10, 2024
7	Friday, October 11, 2024	Wednesday, October 16, 2024	Friday, October 25, 2024
8	Friday, October 25, 2024	Wednesday, October 30, 2024	Friday, November 8, 2024
9	Friday, November 8, 2024	Thursday, November 14, 2024	Monday, November 25, 2024
10	Thursday, November 21, 2024	Tuesday, November 26, 2024	Tuesday, December 10, 2024
11	Tuesday, December 10, 2024	Friday, December 13, 2024	Tuesday, December 24, 2024
12	Tuesday, December 17, 2024	Friday, December 20, 2024	Friday, January 10, 2025
13	Thursday, January 9, 2025	Tuesday, January 14, 2025	Friday, January 24, 2025
14	Monday, January 27, 2025	Thursday, January 30, 2025	Monday, February 10, 2025
15	Monday, February 10, 2025	Thursday, February 13, 2025	Tuesday, February 25, 2025
16	Monday, February 24, 2025	Thursday, February 27, 2025	Monday, March 10, 2025
17	Tuesday, March 11, 2025	Friday, March 14, 2025	Tuesday, March 25, 2025
18	Thursday, March 27, 2025	Tuesday, April 1, 2025	Thursday, April 10, 2025
19	Thursday, April 10, 2025	Tuesday, April 15, 2025	Friday, April 25, 2025
20	Friday, April 25, 2025	Wednesday, April 30, 2025	Friday, May 9, 2025
21	Friday, May 9, 2025	Wednesday, May 14, 2025	Friday, May 23, 2025
22	Tuesday, May 20, 2025	Friday, May 23, 2025	Tuesday, June 10, 2025
23	Thursday, May 29, 2025	Tuesday, June 3, 2025	Wednesday, June 25, 2025
24	Friday, June 20, 2025	Wednesday, June 25, 2025	Thursday, July 10, 2025
SPECIAL	Monday, June 23, 2025	Monday, June 16, 2025	Thursday, June 26, 2025
EOY	Friday, June 27, 2025	TBD	TBD

**Time Sheets and Uploads are due to Grant Management
by 12:00 PM per the date in the highlighted column**

For 2401 funds please use the Title I Time Sheet Schedule