

2024-2025 SIPA CASUAL TIMESHEET SCHEDULE

PAYROLL PERIOD	DUE DATE BY 5PM	PAYCHECKS RECEIVED
06/17/2024 - 06/30/2024	6/26/2024	7/5/2024
07/01/2024 - 07/14/2024	7/11/2024	7/19/2024
07/15/2024 - 07/28/2024	7/25/2024	8/2/2024
07/29/2024 - 08/11/2024	8/8/2024	8/16/2024
08/12/2024 - 08/25/2024	8/22/2024	8/30/2024
08/26/2024 - 09/08/2024	9/5/2024	9/13/2024
09/09/2024 - 09/22/2024	9/19/2024	9/27/2024
09/23/2024 - 10/06/2024	10/3/2024	10/11/2024
10/07/2024 - 10/20/2024	10/17/2024	10/25/2024
10/21/2024 - 11/03/2024	10/29/2024	11/8/2024
11/04/2024 - 11/17/2024	11/14/2024	11/22/2024
11/18/2024 - 12/01/2024	11/26/2024	12/6/2024
12/02/2024 - 12/15/2024	12/12/2024	12/20/2024
12/16/2024 - 12/29/2024	12/23/2024	1/3/2025
12/30/2024 - 01/12/2025	1/9/2025	1/17/2025
01/13/2025 - 01/26/2025	1/23/2025	1/31/2025
01/27/2025 - 02/09/2025	2/6/2025	2/14/2025
02/10/2025 - 02/23/2025	2/20/2025	2/28/2025
02/24/2025 - 03/09/2025	3/6/2025	3/14/2025
03/10/2025 - 03/23/2025	3/20/2025	3/28/2025
03/24/2025 - 04/06/2025	4/3/2025	4/11/2025
04/07/2025 - 04/20/2025	4/17/2025	4/25/2025
04/21/2025 - 05/04/2025	5/1/2025	5/9/2025
05/05/2025 - 05/18/2025	5/15/2025	5/23/2025
05/19/2025 - 06/01/2025	5/29/2025	6/6/2025
06/02/2025 - 06/15/2025	6/10/2025	6/20/2025

Casual Time sheets are due by Thursday at 5 pm.

Note the early due dates for highlighted pay periods due to University holidays.

Students may work a maximum of 20 hours/week except for the following dates when the maximum is 35 hours/week:

05/20/2024-09/01/2024 (Summer Break) 35 hours per week

12/23/2024-01/19/2025 (Winter Break) 35 hours per week

- Casuals may not work more than 5 consecutive hours without taking an unpaid half-hour break.
- Time sheets must be submitted in the Time & Labor and Absence Management (TLAM) System by Thursdays at 5pm.
- Late time sheets will be processed with the following payroll.