

## MONTHLY PAYROLL SCHEDULE

**September 1, 2024 - August 31, 2025**

MONTH	INITIALIZATION (PAYROLL & RETRO)	ALL HR/PAYROLL ACTIONS SHOULD BE COMPLETED BY CLOSE OF BUSINESS ON:	PAYROLL SETTLES FIRST THING ON MORNING OF:	PAY DATE
September	9/17	<b>9/23</b>	9/24	10/1/2024
October	10/17	<b>10/23</b>	10/24	11/1/2024
November	11/14	<b>11/20</b>	11/21	12/2/2024
December	12/12	<b>12/18</b>	12/19	1/2/2025
January	1/17	<b>1/26</b>	1/27	2/3/2025
February	2/17	<b>2/23</b>	2/24	3/3/2025
March	3/17	<b>3/24</b>	3/25	4/1/2025
April	4/17	<b>4/23</b>	4/24	5/1/2025
May	5/15	<b>5/21</b>	5/22	6/2/2025
June	6/16	<b>6/23</b>	6/24	7/1/2025
July	7/17	<b>7/23</b>	7/24	8/1/2025
August	8/18	<b>8/24</b>	8/25	9/2/2025

If a monthly-paid individual misses a payment, it will be rectified in the next month's retroactive cycle. If immediate action is necessary before the next regular monthly pay date, please submit a supplement via Laserfiche. It will then be processed during the next available biweekly pay date.

Engineering HR & Payroll has compiled a list of recommended reports that can be run to check departmental payroll. Those reports can be found under Departmental Resources > Guidelines on the Engineering Payroll Website. <https://tees.tamu.edu/payroll/index.html>