Research Foundation

2024-25 ACADEMIC CALENDAR

2–Week Pay Period	e-PAS Due	Timesheet Due	Pay Date	Pay Cycle
Fall Semester – 9.5 Pays				
08/11/24 - 08/24/24	*08/04/24	08/26/24	08/30/24	218
08/25/24 - 09/07/24	08/23/24	09/09/24	09/13/24	219
09/08/24 - 09/21/24	09/06/24	09/23/24	09/27/24	220
09/22/24 - 10/05/24	09/20/24	10/07/24	10/11/24	221
10/06/24 - 10/19/24	10/04/24	10/21/24	10/25/24	222
10/20/24 - 11/02/24	10/18/24	*11/01/24	11/08/24	223
11/03/24 - 11/16/24	11/01/24	11/18/24	11/22/24	224
11/17/24 - 11/30/24	11/15/24	12/02/24	12/06/24	225
12/01/24 - 12/14/24	11/29/24	**12/12/24	12/20/24	226
12/15/24 - 12/21/24	*12/02/24	**12/18/24	01/03/25	201 Split Pay Period
Spring Semester – 9.5 Pays				
12/22/24 –12/28/24	*12/02/24	**12/18/24	01/03/25	201 Split Pay Period
12/29/24 - 01/11/25	*12/20/24	01/13/25	01/17/25	202
01/12/25 - 01/25/25	01/10/25	01/27/25	01/31/25	203
01/26/25 - 02/08/25	01/24/25	02/10/25	02/14/25	204
02/09/25 - 02/22/25	02/07/25	02/24/25	02/28/25	205
02/23/25 - 03/08/25	02/21/25	03/10/25	03/14/25	206
03/09/25 - 03/22/25	03/07/25	03/24/25	03/28/25	207
03/23/25 - 04/05/25	03/21/25	04/07/25	04/11/25	208
04/06/25 - 04/19/25	04/04/25	04/21/25	04/25/25	209
04/20/25 - 05/03/25	04/18/25	05/05/25	05/09/25	210
Summer Semester – 7 Pays				
05/04/25 - 05/17/25	*04/25/25	05/19/25	05/23/25	211
05/18/25 - 05/31/25	05/16/25	06/02/25	06/06/25	212
06/01/25 - 06/14/25	05/30/25	*06/13/25	06/20/25	213
06/15/25 - 06/28/25	06/13/25	*06/27/25	**07/03/25**	214
06/29/25 - 07/12/25	06/27/25	07/14/25	07/18/25	215
07/13/25 - 07/26/25	07/11/25	07/28/25	08/01/25	216
07/27/28 - 08/09/25	07/25/25	08/11/25	08/15/25	217

*   **Earlier submission of e-PAS or time sheets requested due to new semester or holiday observance.**

**   ODURF/ODU is CLOSED Monday, 12/23/24 through Wednesday, 01/01/25.
- We **MUST** have the time sheets by 10 AM on _**Thursday, December 12th, 2024,**_ for the **12/01/24 - 12/14/24** and on _**Wednesday, December 18th, 2024,**_ for the **12/15/24-12/28/24** pay period BEFORE Winter Break. You may estimate your time for the week to process payroll for the 01/03/2025 pay date. Any corrections may be made on the following pay period (pay date 01/17/25).
- **Please submit** e-PAS' no later than **Monday, December 2, 2024, for pay periods paid through January 3, 2025**.
- **Please submit** e-PAS' no later than **Friday, December 20, 2024, for the pay period paid on January 17, 2025**.
- Payroll Authorizations (e-PAS') and hourly time sheets are ALWAYS due by 10 A.M. on the due date.