



# District Business Office

Payroll Services, 50 Frida Kahlo Way, B705, San Francisco, CA, 94112 . (415) 452-7740

To: Administrators, Department Heads, and Classified Employees  
From: Payroll  
Subject: **2024 – 2025** Timesheet Deadlines for Employees Paid Biweekly

PAY PERIOD	DEPT/WEB TIME DATES COVERED PAY PERIOD	ENTRY DEADLINE TUESDAYS @ NOON	PAYDAY
16	07/01/24 - 07/05/24	TUESDAY 07/09/24	TUESDAY 07/16/24
17	07/06/24 - 07/19/24	TUESDAY 07/23/24	TUESDAY 07/30/24
18	07/20/24 - 08/02/24	TUESDAY 08/06/24	TUESDAY 08/13/24
19	08/03/24 - 08/16/24	TUESDAY 08/20/24	TUESDAY 08/27/24
20	08/17/24 - 08/30/24	TUESDAY 09/03/24	TUESDAY 09/10/24
21	08/31/24 - 09/13/24	TUESDAY 09/17/24	TUESDAY 09/24/24
22	09/14/24 - 09/27/24	TUESDAY 10/01/24	TUESDAY 10/08/24
23	09/28/24 - 10/11/24	TUESDAY 10/15/24	TUESDAY 10/22/24
24	10/12/24 - 10/25/24	TUESDAY 10/29/24	TUESDAY 11/05/24
25	10/26/24 - 11/08/24	TUESDAY 11/12/24	TUESDAY 11/19/24
<b>26 ***</b>	<b>11/09/24 - 11/22/24</b>	<b>FRIDAY 11/22/24</b>	<b>TUESDAY 12/03/24</b>
<b>27</b>	<b>11/23/24 - 12/06/24</b>	<b>TUESDAY 12/10/24</b>	<b>TUESDAY 12/17/24</b>
<b>28 ***</b>	<b>12/07/24 - 12/20/24</b>	<b>WEDNESDAY 12/18/24</b>	<b>TUESDAY 12/31/24</b>
01	12/21/24 - 01/03/25	TUESDAY 01/07/25	TUESDAY 01/14/25
02	01/04/25 - 01/17/25	TUESDAY 01/21/25	TUESDAY 01/28/25
03	01/18/25 - 01/31/25	TUESDAY 02/04/25	TUESDAY 02/11/25
04	02/01/25 - 02/14/25	TUESDAY 02/18/25	TUESDAY 02/25/25
05	02/15/25 - 02/28/25	TUESDAY 03/04/25	TUESDAY 03/11/25
06	03/01/25 - 03/14/25	TUESDAY 03/18/25	TUESDAY 03/25/25
<b>07</b>	<b>03/15/25 - 03/28/25</b>	<b>TUESDAY 03/25/25</b>	<b>TUESDAY 04/08/25</b>
08	03/29/25 - 04/11/25	TUESDAY 04/15/25	TUESDAY 04/22/25
09	04/12/25 - 04/25/25	TUESDAY 04/29/25	TUESDAY 05/06/25
10	04/26/25 - 05/09/25	TUESDAY 05/13/25	TUESDAY 05/20/25
11	05/10/25 - 05/23/25	TUESDAY 05/27/25	TUESDAY 06/03/25
12	05/24/25 - 06/06/25	TUESDAY 06/10/25	TUESDAY 06/17/25
13	06/07/25 - 06/20/25	TUESDAY 06/24/25	TUESDAY 07/01/25
<b>14 *10 days</b>	<b>06/21/25 - 06/30/25</b>	<b>MONDAY 06/30/25</b>	<b>TUESDAY 07/15/25</b>

Timesheets are due on the deadline date as stated above. If there is any change in the time reported, please email Payroll immediately at [payroll-intake@ccsf.edu](mailto:payroll-intake@ccsf.edu). This schedule gives you the due dates which must be complied with for your protection and benefit. If your timesheet is submitted on time, you will be paid on the date shown on the payday schedule.

**RED LETTERING = Early payroll time entry deadline**

**BOLD LETTERING = Schedule subject to change (watch for email updates)**

Rev: 5/8/24

BOARD OF TRUSTEES  
ALAN WONG, PRESIDENT • ANITA MARTINEZ, VICE PRESIDENT  
ALIYA CHISTI • MURRELL GREEN • SHANELL WILLIAMS • SUSAN SOLOMON • VICK VAN CHUNG  
• STUDENT TRUSTEE MALINALLI VILLALOBOS • DAVID MARTIN, CHANCELLOR