

Shoreline Community College 2025 Payroll Cutoff Schedule

Pay Period	Working Period	Employee's Deadline for Absence Entry (Due at Noon {12pm})	Supervisor's Deadline for approving Absence Entry (Due at 5:00pm)	Employee's Deadline for Timesheet (Due at Noon {12pm})	Supervisor's Deadline for approving Timesheet (Due at 5pm)	New Hire Docs to HR Deadline	FWL to Payroll Deadlines (Due at 5pm)	Pay Date
12A	12/01-12/15/24	12/12/2024	12/12/2024	Friday, December 13, 2024	Friday, December 13, 2024	12/12/2024	12/13/2024	12/24/2024
12B	12/16-12/31/24	12/30/2024	12/30/2024	Tuesday, December 31, 2024	Tuesday, December 31, 2024	12/30/2024	12/31/2024	1/10/2025
01A	01/01-01/15/25	1/14/2025	1/14/2025	Wednesday, January 15, 2025	Wednesday, January 15, 2025	1/14/2025	1/15/2025	1/24/2025
01B	01/16-01/31/25	1/30/2025	1/30/2025	Friday, January 31, 2025	Friday, January 31, 2025	1/30/2025	1/31/2025	2/10/2025
02A	02/01-02/15/25	2/13/2025	2/13/2025	Friday, February 14, 2025	Friday, February 14, 2025	2/13/2025	2/14/2025	2/25/2025
02B	02/16-02/28/25	2/27/2025	2/27/2025	Friday, February 28,2025	Friday, February 28,2025	2/27/2025	2/28/2025	3/10/2025
03A	03/01-03/15/25	3/13/2025	3/13/2025	Friday, March 14, 2025	Friday, March 14, 2025	3/13/2025	3/14/2025	3/25/2025
03B	03/16-03/31/25	3/28/2025	3/28/2025	Monday, March 31, 2025	Monday, March 31, 2025	3/28/2025	3/31/2025	4/10/2025
04A	04/01-04/15/25	4/14/2025	4/14/2025	Tuesday, April 15, 2025	Tuesday, April 15, 2025	4/14/2025	4/15/2025	4/25/2025
04B	04/16-04/30/25	4/29/2025	4/29/2025	Wednesday, April 30, 2025	Wednesday, April 30, 2025	4/29/2025	4/30/2025	5/9/2025
05A	05/01-05/15/25	5/14/2025	5/14/2025	Thursday, May 15, 2025	Thursday, May 15, 2025	5/14/2025	5/15/2025	5/23/2025
05B	05/16-05/31/25	5/29/2025	5/29/2025	Friday, May 30, 2025	Friday, May 30, 2025	5/29/2025	5/30/2025	6/10/2025
06A	06/01-06/15/25	6/12/2025	6/12/2025	Friday, June 13, 2025	Friday, June 13, 2025	6/12/2025	6/13/2025	6/25/2025
06B	06/16-06/30/25	6/27/2025	6/27/2025	Monday, June 30, 2025	Monday, June 30, 2025	6/27/2025	6/30/2025	7/10/2025
07A	07/01-07/15/25	7/14/2025	7/14/2025	Tuesday, July 15, 2025	Tuesday, July 15, 2025	7/14/2025	7/15/2025	7/25/2025
07B	07/16-07/31/25	7/30/2025	7/30/2025	Thursday, July 31,2025	Thursday, July 31,2025	7/30/2025	7/31/2025	8/11/2025
08A	08/01-08/15/25	8/14/2025	8/14/2025	Thursday, August 14, 2025	Thursday, August 14, 2025	8/14/2025	8/14/2025	8/25/2025
08B	08/16-08/31/25	8/28/2025	8/28/2025	Thursday, August 28, 2025	Thursday, August 28, 2025	8/28/2025	8/28/2025	9/10/2025
09A	09/01-09/15/25	9/12/2025	9/12/2025	Monday, September 15, 2025	Monday, September 15, 2025	9/12/2025	9/15/2025	9/25/2025
09B	09/16-09/30/25	9/29/2025	9/29/2025	Tuesday, September 30, 2025	Tuesday, September 30, 2025	9/29/2025	9/30/2025	10/10/2025
10A	10/01-10/15/25	10/14/2025	10/14/2025	Wednesday, October 15, 2025	Wednesday, October 15, 2025	10/14/2025	10/15/2025	10/24/2025
10B	10/16-10/31/25	10/30/2025	10/30/2025	Friday, October 31, 2025	Friday, October 31, 2025	10/30/2025	10/31/2025	11/10/2025
11A	11/01-11/15/25	11/13/2025	11/13/2025	Friday, November 14, 2025	Friday, November 14, 2025	11/13/2025	11/14/2025	11/25/2025
11B	11/16-11/30/25	11/25/2025	11/25/2025	Wednesday, November 26,2025	Wednesday, November 26,2025	11/25/2025	11/26/2025	12/10/2025
12A	12/01-12/15/25	12/12/2025	12/12/2025	Monday, December 15, 2025	Monday, December 15, 2025	12/12/2025	12/15/2025	12/24/2025
12B	12/16-12/31/25	12/31/2025	12/31/2025	Wednesday, December 31, 2025	Wednesday, December 31, 2025	12/30/2025	12/31/2025	1/9/2026

Red highlighted fields indicates an early due date

**** All Dates are Subject to Change****