

## OHIO UNIVERSITY CALENDAR FOR 2024-2025 BI-WEEKLY PAYROLLS

PAY PERIOD #	**PAY PERIOD**		# REMAINING PAYS	WORKFORCE	CHECK DATE
				ONLINE TIME REPORTING	
				APPROVALS DUE FOR PAYROLL	
1	06/16/24	- 06/29/24	26	07/02/24	07/10/24
2	06/30/24	- 07/13/24	25	07/16/24	07/24/24
3	07/14/24	- 07/27/24	24	07/30/24	08/07/24
4	07/28/24	- 08/10/24	23	08/13/24	08/21/24
5	08/11/24	- 08/24/24	22	08/27/24	09/04/24
6	08/25/24	- 09/07/24	21	09/10/24	09/18/24
7	09/08/24	- 09/21/24	20	09/24/24	10/02/24
8	09/22/24	- 10/05/24	19	10/08/24	10/16/24
9	10/06/24	- 10/19/24	18	10/22/24	10/30/24
10	10/20/24	- 11/02/24	17	11/05/24	11/13/24
11	11/03/24	- 11/16/24	16	11/19/24	11/27/24
12	11/17/24	- 11/30/24	15	12/03/24	12/11/24
13	12/01/24	- 12/14/24	14	12/17/24	12/25/24
14	12/15/24	- 12/28/24	13	12/24/24	01/08/25
15	12/29/24	- 01/11/25	12	01/14/25	01/22/25
16	01/12/25	- 01/25/25	11	01/28/25	02/05/25
17	01/26/25	- 02/08/25	10	02/11/25	02/19/25
18	02/09/25	- 02/22/25	9	02/25/25	03/05/25
19	02/23/25	- 03/08/25	8	03/11/25	03/19/25
20	03/09/25	- 03/22/25	7	03/25/25	04/02/25
21	03/23/25	- 04/05/25	6	04/08/25	04/16/25
22	04/06/25	- 04/19/25	5	04/22/25	04/30/25
23	04/20/25	- 05/03/25	4	05/06/25	05/14/25
24	05/04/25	- 05/17/25	3	05/20/25	05/28/25
25	05/18/25	- 05/31/25	2	06/03/25	06/11/25
26	06/01/25	- 06/14/25	1	06/17/25	06/25/25

**Off cycle approval day**

## IMPORTANT PAYROLL INFORMATION AND DATES FOR 2024-2025

### DEADLINES FOR PAYROLL SUBMISSION ARE AS FOLLOWS:

FOR BIWEEKLY PAYS - BY END OF DAY MONDAY FOLLOWING THE END OF THE PAY PERIOD  
(EXCEPT FOR HOLIDAY PERIODS)

FOR SEMIMONTHLY PAYS - DUE ON THE 3rd BUSINESS DAY OF THE MONTH FOR THE 15TH PAY PERIOD  
DUE ON THE 20th FOR THE LAST DAY OF MONTH PAY PERIOD

### UNIVERSITY HOLIDAYS OBSERVED 2024-2025:

JULY 4 2024	4TH OF JULY
SEPTEMBER 2 2024	LABOR DAY
NOVEMBER 11 2024	VETERANS DAY
NOVEMBER 28 2024	THANKSGIVING
NOVEMBER 29 2024	INDIGENOUS PEOPLES'/COLUMBUS DAY
DECEMBER 25 & 26 2024	CHRISTMAS & PRESIDENTS DAY
DECEMBER 27, 30 & 31 2024	WINTER CLOSURE DAYS
JANUARY 1 2025	NEW YEAR'S DAY
JANUARY 20 2025	MARTIN LUTHER KING DAY
MAY 26 2025	MEMORIAL DAY

### 2024-2025 TAX WITHHOLDING SCHEDULE FOR TAXABLE FEE WAIVERS

	<u>SEMI-MONTHLY</u>	<u>BI-WEEKLY</u>
SUMMER	8/15, 8/30, 9/13, 9/27	8/7, 8/21, 9/4, 9/18
FALL SEMESTER	10/15, 10/31, 11/15, 11/29	10/2, 10/16, 10/30, 11/13
SPRING SEMESTER	2/14, 2/28, 3/14, 3/31	2/5, 2/19, 3/5, 3/19

FEE WAIVERS FOR SPOUSES AND DEPENDENTS ARE TAXABLE INCOME AND SUBJECT TO WITHHOLDING OF FEDERAL, STATE, MEDICARE, CITY, AND SCHOOL DISTRICT INCOME TAXES. FULL WAIVERS WILL BE SPLIT OVER 4 PAYS. HALF WAIVERS WILL BE SPLIT OVER 2 PAYS.

### PAYROLL WEB PAGE ADDRESS

<https://www.ohio.edu/hr/payroll/>