

# MINES | Administrative Processing Services (MAPS)

## SEMI MONTHLY PAYROLL SCHEDULE 2024-2025

Year	SM #	END OF PAY PERIOD	STUDENT SUBMISSION DEADLINE	APPROVAL DEADLINE	PAYDATE
2024	15	7/31/2024	8/2/2024	8/5/2024	8/15/2024
2024	16	8/15/2024	8/17/2024	8/22/2024	8/30/2024
2024	17	8/31/2024	9/2/2024	9/5/2024	9/13/2024
2024	18	9/15/2024	9/17/2024	9/22/2024	9/30/2024
2024	19	9/30/2024	10/2/2024	10/5/2024	10/15/2024
2024	20	10/15/2024	10/17/2024	10/22/2024	10/31/2024
2024	21	10/31/2024	11/2/2024	11/5/2024	11/15/2024
2024	22	11/15/2024	<b>11/15/2024***</b>	<b>11/17/2024***</b>	11/29/2024
2024	23	11/30/2024	12/2/2024	12/5/2024	12/13/2024
2024	<b>24</b>	<b>12/15/2024</b>	<b>12/17/2024***</b>	<b>12/18/2024***</b>	<b>12/31/2024</b>
2025	1	12/31/2024	1/2/2025	1/5/2025	<b>1/15/2025</b>
2025	2	1/15/2025	1/17/2025	1/22/2025	1/31/2025
2025	3	1/31/2025	2/2/2025	2/5/2025	2/14/2025
2025	4	2/15/2025	2/17/2025	2/22/2025	2/28/2025
2025	5	2/28/2025	3/2/2025	3/5/2025	3/14/2025
2025	6	3/15/2025	3/17/2025	3/22/2025	3/31/2025
2025	7	3/31/2025	4/2/2025	4/5/2025	4/15/2025
2025	8	4/15/2025	4/17/2025	4/22/2025	4/30/2025
2025	9	4/30/2025	5/2/2025	5/5/2025	5/15/2025
2025	10	5/15/2025	5/17/2025	5/22/2025	5/30/2025
2025	11	5/31/2025	6/2/2025	6/5/2025	6/13/2025
2025	12	6/15/2025	6/17/2025	6/22/2025	6/30/2025
2025	13	6/30/2025	7/2/2025	7/5/2025	7/15/2025
2025	14	7/15/2025	7/17/2025	7/22/2025	7/31/2025

\*\*\*Indicates early submission and approval required so paychecks can be process prior to break.

As a general rule, students have two calendar days to submit their timesheet and supervisors have five calendar days to approve. The payroll office will communicate with students and supervisors if additional days will be authorized.