

# UTSA Payroll Services

## 2024-2025 SEMI-MONTHLY PAY DATES

Pay Period Beginning Date	Pay Period Ending Date	Pay Date
8/16/2024	8/31/2024	9/9/2024
9/1/2024	9/15/2024	9/20/2024
9/16/2024	9/30/2024	10/7/2024
10/1/2024	10/15/2024	10/22/2024
10/16/2024	10/31/2024	11/7/2024
11/1/2024	11/15/2024	11/22/2024
11/16/2024	11/30/2024	12/6/2024
12/1/2024	12/15/2024	12/20/2024
12/16/2024	12/31/2024	1/8/2025
1/1/2025	1/15/2025	1/23/2025
1/16/2025	1/31/2025	2/7/2025
2/1/2025	2/15/2025	2/21/2025
2/16/2025	2/28/2025	3/7/2025
3/1/2025	3/15/2025	3/21/2025
3/16/2025	3/31/2025	4/7/2025
4/1/2025	4/15/2025	4/22/2025
4/16/2025	4/30/2025	5/7/2025
5/1/2025	5/15/2025	5/22/2025
5/16/2025	5/31/2025	6/6/2025
6/1/2025	6/15/2025	6/23/2025
6/16/2025	6/30/2025	7/8/2025
7/1/2025	7/15/2025	7/22/2025
7/16/2025	7/31/2025	8/7/2025
8/1/2025	8/15/2025	8/22/2025
8/16/2025	8/31/2025	9/8/2025

Hourly employees are paid on a semi-monthly basis as listed per the schedule above.

**Note: Hourly employee MUST complete and submit their timesheet and they must be approved by their supervisor in PeopleSoft according to the Timesheet Deadline Schedule to have their hours processed in time to be paid according to the calendar above.**