

Mississippi Valley State University

Salaried Payroll Schedule

2024-2025

<u>Month & Employees to be Paid</u>	<u>**Due Date to Submit PC05s to HR**</u>	<u>Database Update by HR (Thursday)</u>	<u>Calling of Time By Payroll Officer</u>	<u>Pay Dates</u>
July Faculty & Staff (Prorated 12 Months)	07/10/2024	07/11/2024	07/22/2024	07/31/2024
August Faculty & Staff (Prorated 12 Months)	08/14/2024	08/15/2024	08/21/2024	08/30/2024
September Faculty & Staff	09/11/2024	09/12/2024	09/16/2024	09/30/2024
October Faculty & Staff	10/16/2024	10/17/2024	10/22/2024	10/31/2024
November Faculty & Staff	11/13/2024	11/14/2024	11/18/2024	11/29/2024
December Faculty – Prorated (Grades must be reported) & Staff	12/11/2024	12/12/2024	12/13/2024	12/20/2024
**Regular 9 Month Faculty (Grades must be reported)	11/06/2024	11/07/2024	12/09/2024	12/16/2024
January Faculty & Staff	01/15/2025	01/16/2025	01/22/2025	01/31/2025
February Faculty & Staff	02/12/2025	02/13/2025	02/19/2025	02/28/2025
March Faculty & Staff	03/12/2025	03/13/2025	03/20/2025	03/31/2025
April Faculty & Staff	04/16/2025	04/17/2025	04/21/2025	04/30/2025
May Faculty – Prorated (Grades must be reported) & Staff (10 & 12 months)	05/14/2025	05/15/2025	05/21/2025	05/30/2025
Regular 9 Month Faculty (Grades must be reported)	04/16/2025	04/18/2025	05/01/2025	05/12/2025
June Staff (Faculty Prorated)	06/11/2025	06/12/2025	06/19/2025	06/30/2025

*****PCO5s not fully processed and received by the Office of Human Resources by this date will be processed and paid with the next monthly payroll cycle. Adjustments may be made due to holiday and academic calendar*****