**Payroll Periods**

|  |  |  |
| --- | --- | --- |
| Ranger College  2024-2025 Payroll Schedule | | |
| Beginning Pay Period | Ending Pay Period | Payroll Date |
| 08/10/2024 | 09/09/2024 | 09/25/2024 |
| 09/10/2024 | 10/09/2024 | 10/25/2024 |
| 10/10/2024 | 11/09/2024 | 11/22/2024 |
| 11/10/2024 | 12/09/2024 | 12/17/2024 |
| 12/10/2024 | 01/09/2025 | 01/24/2025 |
| 01/10/2025 | 02/09/2025 | 02/25/2025 |
| 02/10/2025 | 03/09/2025 | 03/25/2025 |
| 03/10/2025 | 04/09/2025 | 04/25/2025 |
| 04/10/2025 | 05/09/2025 | 05/22/2025 |
| 05/10/2025 | 06/09/2025 | 06/25/2025 |
| 06/10/2025 | 07/09/2025 | 07/24/2025 |
| 07/10/2025 | 08/09/2025 | 08/25/2025 |

**Termination Pay**

When an employee is terminated from the payroll on a day that is not the end of a payroll period, they will be paid from the end date of the previous payroll period to the date of termination. The employee’s pay will be prorated by calculating the hourly rate from the annual salary of the employee and multiplying it by the number of hours worked, including holidays, in the current pay period.

**First Payroll after Hiring**

When an employee begins work on a day that is not the start of a payroll period, they will be paid a prorated amount. The employee’s pay will be prorated by calculating the hourly rate and multiplying it by the number of hours worked in the current pay period.

**Timesheets**

Time sheet dates must use the payroll cut-off date of the 9th of every month.  The supervisor must approve time sheets the very next working morning for timely payroll processing.