

**JOB PLACEMENT CENTER**  
2024-2025

<b>MONTH</b>	<b>PAY PERIOD</b>	<b>Time Sheet Due</b>	<b>CHECK MAILED</b>
July	06/16-07/15	July 16, 2024	August 9, 2024
August	07/16-08/15	August 16, 2024	September 10, 2024
September	08/16-09/15	September 16, 2024	October 10, 2024
October	09/16-10/15	October 16, 2024	November 8, 2024
November	10/16-11/15	November 15, 2024	December 10, 2024
December	11/16-12/15	December 16, 2024	January 10, 2025
January	12/16-01/15	January 16, 2025	February 10, 2025
February	01/16-02/15	February 17, 2025	March 10, 2025
March	02/16-03/15	March 17, 2025	April 10, 2025
April	03/16-04/15	April 16, 2025	May 9, 2025
May	04/16-05/15	May 16, 2025	June 10, 2025
June	05/16-06/15	June 16, 2025	July 10, 2025

Timesheets must be submitted to Job Placement by 5:00 p.m. on the due date

**SUPERVISORS MUST TURN IN THE TIMESHEETS**

**No timesheets accepted directly from students**

Hours worked during school breaks or weekends **require prior approval** from Job Placement.

Incorrect, unsigned or late time sheets may result in one month delay of paycheck.

List only hours worked within the corresponding pay period.

*\* Inquire at Job Placement if you have not received your check by the 15th.*

**Supervisors - please send all timesheets to: [jobplace@glendale.edu](mailto:jobplace@glendale.edu)**

# 2024-2025 Glendale Community College Student Worker Payroll Calendar



Campus Closed, need prior approval to work

■ First Day of Payroll Cycle; 16th of the month

◆ Last Day of Payroll Cycle; 15th of the month

Payroll Cycle: XX/16/2024 - XX/15/2024

Paychecks mailed on 10th of following month

☐ Timesheet Due Date

**Example:** July Payroll, 06/16/2024 - 07/15/2024

▲ Paycheck Mailed on 10th of month

Paychecks mailed 08/10/2024

## Calendar subject to change

■ \*First day of July cycle was 06/16/2024

July 2024						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	◆ 15	☐ 16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2024						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	▲ 9	10
11	12	13	14	◆ 15	☐ 16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2024						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	▲ 10	11	12	13	14
◆ 15	☐ 16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2024						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	▲ 10	11	12
13	14	◆ 15	☐ 16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2024						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	▲ 8	9
10	■ 11	12	13	14	◆ 15	■ 16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2024						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	▲ 10	11	12	13	14
◆ 15	☐ 16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2025						
SUN	MON	TUE	WED	THU	FRI	SAT
■	■	■	1	2	3	4
5	6	7	8	9	▲ 10	11
12	13	14	◆ 15	☐ 16	17	18
19	■ 20	21	22	23	24	25
26	27	28	29	30	31	

February 2025						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	▲ 10	11	12	13	14	◆ 15
■ 16	☐ 17	18	19	20	21	22
23	24	25	26	27	28	

March 2025						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	▲ 10	11	12	13	14	◆ 15
■ 16	☐ 17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2025						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	▲ 10	11	12
13	14	◆ 15	☐ 16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 2025						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	▲ 9	10
11	12	13	14	◆ 15	☐ 16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June 2025						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	▲ 10	11	12	13	14
◆ 15	☐ 16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

### HOLIDAYS FOR ACADEMIC YEAR 2024-2025

### ACADEMIC YEAR 2024-2025

Independence Day Thursday, July 4, 2024  
 Labor Day Monday, September 2, 2024  
 Veterans Day Monday, November 11, 2024  
 Thanksgiving Vacation Th, Fri, Sat, November 28, 29, 30 2024

Campus Closed  
 Campus Closed  
 Campus Closed  
 Campus Closed

2024 Summer Session: June 17, 2024 to August 23, 2024

2024 Fall Semester: September 3, 2024 to December 18, 2024

2025 Winter Session: January 6, 2025 to February 13, 2025

2025 Spring Semester: February 18, 2025 to June 11, 2025

Campus Closed - Winter Break

Tuesday, December 24, 2024 to Wednesday, January 1, 2025

Campus Closed

Martin Luther King Jr Day Monday, January 20, 2025  
 Lincoln Day Friday, February 14, 2025  
 Washington Day Monday, February 17, 2025  
 Cesar Chavez Day Monday, March 31, 2025  
 Spring Break Monday, April 14 to Saturday, April 19, 2025  
 Armenian Genocide Remembrance Thursday, April 24, 2025  
 Memorial Day Monday, May 26 2025  
 Juneteenth Thursday, June 19, 2025

Campus Closed  
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 \*campus open during spring break  
 Campus Closed  
 Campus Closed  
 Campus Closed