

## TIME SHEET SCHEDULE 2024-2025

Time Sheet Period Start Date	Time Sheet Period End Date	Time Sheet Approval Due Date	Living Allowance Pay Date	# of Pay Periods
8/25/2024	9/7/2024	9/9/2024	9/13/2024	1
9/8/2024	9/21/2024	9/23/2024	9/27/2024	2
9/22/2024	10/5/2024	10/7/2024	10/11/2024	3
10/6/2024	10/19/2024	10/21/2024	10/25/2024	4
10/20/2024	11/2/2024	11/4/2024	11/8/2024	5
11/3/2024	11/16/2024	11/18/2024	11/22/2024	6
11/17/2024	11/30/2024	12/2/2024	12/6/2024	7
12/1/2024	12/14/2024	12/16/2024	12/20/2024	8
12/15/2024	12/28/2024	12/30/2024	1/3/2025	9
12/29/2024	1/11/2025	1/13/2025	1/17/2025	10
1/12/2025	1/25/2025	1/27/2025	1/31/2025	11
1/26/2025	2/8/2025	2/10/2025	2/14/2025	12
2/9/2025	2/22/2025	2/24/2025	2/28/2025	13
2/23/2025	3/8/2025	3/10/2025	3/14/2025	14
3/9/2025	3/22/2025	3/24/2025	3/28/2025	15
3/23/2025	4/5/2025	4/7/2025	4/11/2025	16
4/6/2025	4/19/2025	4/21/2025	4/25/2025	17
4/20/2025	5/3/2025	5/5/2025	5/9/2025	18
5/4/2025	5/17/2025	5/19/2025	5/23/2025	19
5/18/2025	5/31/2025	6/2/2025	6/6/2025	20

### Instructions:

Members and Supervisors are to use this payroll schedule to ensure time sheets are submitted and approved on time. Doing so will ensure that no delay occurs in the processing and payment of MEMBER'S living allowance. MEMBER time sheets should be reviewed and approved by the Monday following the period end date. Where denoted with an asterisk (\*) the approval may occur earlier than the listed date based on service site schedule or supervisor availability. Guidance will be provided and sent by MEC PROGRAM staff ahead these dates.

Time sheets not submitted OR approved on time will result in a delayed payment of the member living allowance. At minimum, this will take up to two (2) weeks.