
You may obtain an electronic version of this schedule on the payroll website at <http://www.utoledo.edu/offices/controller/payroll/schedules.html>

- Symplr supervisor approval: Due by 11:00 am on non-payroll Thursday
- Online Timesheets: Due by 12:00 Midnight Sunday of pay week
- Online Timesheet supervisor approval: Due 5:00 pm Monday of pay week
- Changes to Federal and State tax withholding: Must be updated in MyUT by non-payroll Thursday
- Changes to Direct Deposit: Must be updated in MyUT by Monday of pay week

Holidays that cause a change to the normal schedule deadlines are noted below. **Please note, schedule may change based on changes to UToledo holiday calendar.**

Pay No.	Pay Day	Symplr Approval	Online Time Sheet Submission	Online Supervisor Approval	TCP Approval	Special Notes
13	6/28/2024	6/20/2024	6/23/2024	6/24/2024	6/24/2024	
14	7/12/2024	7/3/2024	7/7/2024	7/8/2024	7/8/2024	Holiday Change
15	7/26/2024	7/18/2024	7/21/2024	7/22/2024	7/22/2024	
16	8/9/2024	8/1/2024	8/4/2024	8/5/2024	8/5/2024	
17	8/23/2024	8/15/2024	8/18/2024	8/19/2024	8/19/2024	
18	9/6/2024	8/28/2024	9/1/2024	9/3/2024	9/3/2024	Holiday Change
19	9/20/2024	9/12/2024	9/15/2024	9/16/2024	9/16/2024	
20	10/4/2024	9/26/2024	9/29/2024	9/30/2024	9/30/2024	
21	10/18/2024	10/10/2024	10/13/2024	10/14/2024	10/14/2024	
22	11/1/2024	10/24/2024	10/27/2024	10/28/2024	10/28/2024	
23	11/15/2024	11/6/2024	11/10/2024	11/12/2024	11/12/2024	Holiday Change
24	11/27/2024	11/20/2024	11/24/2024	11/25/2024	11/25/2024	Holiday Change
25	12/13/2024	12/5/2024	12/8/2024	12/9/2024	12/9/2024	
26	12/27/2024	12/18/2024	12/22/2024	12/23/2024	12/23/2024	Holiday Change
1	1/10/2025	1/2/2025	1/5/2025	1/6/2025	1/6/2025	
2	1/24/2025	1/15/2025	1/19/2025	1/21/2025	1/21/2025	Holiday Change
3	2/7/2025	1/30/2025	2/2/2025	2/3/2025	2/3/2025	
4	2/21/2025	2/13/2025	2/16/2025	2/17/2025	2/17/2025	
5	3/7/2025	2/27/2025	3/2/2025	3/3/2025	3/3/2025	
6	3/21/2025	3/13/2025	3/16/2025	3/17/2025	3/17/2025	
7	4/4/2025	3/27/2025	3/30/2025	3/31/2025	3/31/2025	
8	4/18/2025	4/10/2025	4/13/2025	4/14/2025	4/14/2025	
9	5/2/2025	4/24/2025	4/27/2025	4/28/2025	4/28/2025	
10	5/16/2025	5/8/2025	5/11/2025	5/12/2025	5/12/2025	
11	5/30/2025	5/21/2025	5/25/2025	5/27/2025	5/27/2025	Holiday Change
12	6/13/2025	6/5/2025	6/8/2025	6/9/2025	6/9/2025	