



2025 Payroll Calendar

Timecard Submission, Approval and Pay Dates

| January | February | March | April |
|----------------------|----------------------|----------------------|----------------------|
| S M T W T F S | S M T W T F S | S M T W T F S | S M T W T F S |
| 1 2 3 4 | 1 | 1 | 1 2 3 4 5 |
| 5 6 7 8 9 10 11 | 2 3 4 5 6 7 8 | 2 3 4 5 6 7 8 | 6 7 8 9 10 11 12 |
| 12 13 14 15 16 17 18 | 9 10 11 12 13 14 15 | 9 10 11 12 13 14 15 | 13 14 15 16 17 18 19 |
| 19 20 21 22 23 24 25 | 16 17 18 19 20 21 22 | 16 17 18 19 20 21 22 | 20 21 22 23 24 25 26 |
| 26 27 28 29 30 31 | 23 24 25 26 27 28 | 23 24 25 26 27 28 29 | 27 28 29 30 |
| May | June | July | August |
| S M T W T F S | S M T W T F S | S M T W T F S | S M T W T F S |
| 1 2 3 | 1 2 3 4 5 6 7 | 1 2 3 4 5 | 1 2 |
| 4 5 6 7 8 9 10 | 8 9 10 11 12 13 14 | 6 7 8 9 10 11 12 | 3 4 5 6 7 8 9 |
| 11 12 13 14 15 16 17 | 15 16 17 18 19 20 21 | 13 14 15 16 17 18 19 | 10 11 12 13 14 15 16 |
| 18 19 20 21 22 23 24 | 22 23 24 25 26 27 28 | 20 21 22 23 24 25 26 | 17 18 19 20 21 22 23 |
| 25 26 27 28 29 30 31 | 29 30 | 27 28 29 30 31 | 24 25 26 27 28 29 30 |
| | | | 31 |
| September | October | November | December |
| S M T W T F S | S M T W T F S | S M T W T F S | S M T W T F S |
| 1 2 3 4 5 6 | 1 2 3 4 | 1 | 1 2 3 4 5 6 |
| 7 8 9 10 11 12 13 | 5 6 7 8 9 10 11 | 2 3 4 5 6 7 8 | 7 8 9 10 11 12 13 |
| 14 15 16 17 18 19 20 | 12 13 14 15 16 17 18 | 9 10 11 12 13 14 15 | 14 15 16 17 18 19 20 |
| 21 22 23 24 25 26 27 | 19 20 21 22 23 24 25 | 16 17 18 19 20 21 22 | 21 22 23 24 25 26 27 |
| 28 29 30 | 26 27 28 29 30 31 | 23 24 25 26 27 28 29 | 28 29 30 31 |
| | | 30 | |

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| <input type="checkbox"/> Indicates Federal Reserve Bank Holiday. |
| Student and Staff Timesheet Submission * |
| Weekend Student and Staff Timesheet Submission ** |
| Supervisor Timesheet Approval |
| Timesheet Processing Stops 10AM- Approvals Due by 11AM |
| Payday |

Pay period cycles close the 6th and 21st of each month. Student and staff timesheet submissions are required to be completed on these dates.

When the 6th or the 21st falls on a weekend:

* Students and staff members regularly working Monday through Friday should submit reported time the Friday before the pay period close.

** Students and staff members working weekend shifts should submit reported time on the designated "Weekend Student and Staff Timecard Submission" date.