

Calendar Year 2025 Student & Biweekly Payroll Schedule

PAY NO.	PAY DATE	PAY PERIOD		*DEADLINE FOR ADDING/DELETING TO HR & PAYROLL BY NOON (due to WTE)	*DEADLINE FOR NEW HIRES & STIPENDS TO HR & PAYROLL BY NOON	ELECTRONIC TIMESHEET SUBMISSION DATE/DUE BY 11:59 AM (noon) to APPROVER	APPROVED ELECTRONIC TIMESHEET DUE DATE/DUE BY 10:00AM to PAYROLL	BW PAPER TIMESHEETS & RECAPS DUE BY 4:30PM to PAYROLL
		BEGINNING	ENDING					
1	1/10/2025	12/21/2024	1/3/2025	12/17/2024	12/17/2024**	1/4/2025	1/6/2025	12/20/24(FOP, security by 1/2/25)
2	1/24/2025	1/4/2025	1/17/2025	12/20/2024**	1/14/2025	1/18/2025	1/20/2025	1/16/2025
3	2/7/2025	1/18/2025	1/31/2025	1/14/2025	1/28/2025	2/1/2025	2/3/2025	1/30/2025
4	2/21/2025	2/1/2025	2/14/2025	1/28/2025	2/11/2025	2/15/2025	2/17/2025	2/13/2025
5	3/7/2025	2/15/2025	2/28/2025	2/11/2025	2/25/2025	3/1/2025	3/3/2025	2/27/2025
6	3/21/2025	3/1/2025	3/14/2025	2/25/2025	3/11/2025	3/15/2025	3/17/2025	3/13/2025
7	4/4/2025	3/15/2025	3/28/2025	3/11/2025	3/25/2025	3/29/2025	3/31/2025	3/27/2025
8	4/17/2025**	3/29/2025	4/11/2025	3/25/2025	4/7/2025**	4/10/2025 by 10:00am**	4/11/2025**	4/9/2025**
9	5/2/2025	4/12/2025	4/25/2025	4/8/2025	4/22/2025	4/26/2025	4/28/2025	4/24/2025
10	5/16/2025	4/26/2025	5/9/2025	4/22/2025	5/6/2025	5/10/2025	5/12/2025	5/8/2025
11	5/30/2025	5/10/2025	5/23/2025	5/6/2025	5/20/2025	5/22/2025 by 10:00 am**	5/23/2025 **	5/21/2025**
12	6/13/2025	5/24/2025	6/6/2025	5/20/2025	6/3/2025	6/7/2025	6/9/2025	6/5/2025
13	6/27/2025	6/7/2025	6/20/2025	6/3/2025	6/16/2025**	6/21/2025	6/23/2025	6/18/25**
14	7/11/2025	6/21/2025	7/4/2025	6/17/2025	6/30/2025**	7/5/2025	7/7/2025	7/2/25**
15	7/25/2025	7/5/2025	7/18/2025	7/1/2025	7/15/2025	7/19/2025	7/21/2025	7/17/2025
16	8/8/2025	7/19/2025	8/1/2025	7/15/2025	7/29/2025	8/2/2025	8/4/2025	7/31/2025
17	8/22/2025	8/2/2025	8/15/2025	7/29/2025	8/12/2025	8/16/2025	8/18/2025	8/14/2025
18	9/5/2025	8/16/2025	8/29/2025	8/12/2025	8/25/25**	8/28/2025 by 10:00 am**	8/29/2025 ***	8/28/2025

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		BEGINNING	ENDING					
19	9/19/2025	8/30/2025	9/12/2025	8/26/2025	9/9/2025	9/13/2025	9/15/2025	9/11/2025
20	10/3/2025	9/13/2025	9/26/2025	9/9/2025	9/23/2025	9/27/2025	9/29/2025	9/25/2025
21	10/17/2025	9/27/2025	10/10/2025	9/23/2025	10/7/2025	10/11/2025	10/13/2025	10/9/2025
22	10/31/2025	10/11/2025	10/24/2025	10/7/2025	10/21/2025	10/25/2025	10/27/2025	10/23/2025
23	11/14/2025	10/25/2025	11/7/2025	10/21/2025	11/4/2025	11/8/2025	11/10/2025	11/6/2025
24	11/26/2025**	11/8/2025	11/21/2025	11/4/2025	11/14/25**	11/19/2025 by 10:00 am**	11/20/2025 **	11/18/25**
25	12/12/2025	11/22/2025	12/5/2025	11/18/2025	12/2/2025	12/6/2025	12/8/2025	12/4/2025
26	12/26/2025	12/6/2025	12/19/2025	12/2/2025	12/9/2025	12/15/2025 by 10:00 am**	12/16/2025	12/11/2025

***All payroll data from departments, excluding timesheets and recaps, is due by 12:00 noon on these dates, unless the calendar requires a change in the payroll processing time or if the University is closed any time before/after these dates.**

****Accelerated deadline due to holiday, subject to change. Holiday memo will be sent prior to deadlines.**