



## 2025 Payroll Schedule

| MONTH    | PAYROLL TYPE    | PAY PERIOD |          | TIMECARD APPROVALS DUE<br>By 4 PM | PAY CHECK DATE |
|----------|-----------------|------------|----------|-----------------------------------|----------------|
|          |                 | BEGIN DATE | END DATE |                                   |                |
| JANUARY  | 1ST BW Jan      | 12/22/24   | 01/04/25 | 01/03/25                          | 01/10/25       |
|          | 2ND BW Jan      | 01/05/25   | 01/18/25 | 01/16/25                          | 01/24/25       |
|          | FACULTY/MONTHLY | 01/01/25   | 01/31/25 | 01/23/25                          | 01/31/25       |
| FEBRUARY | 1ST BW Feb      | 01/19/25   | 02/01/25 | 01/31/25                          | 02/07/25       |
|          | 2ND BW Feb      | 02/02/25   | 02/15/25 | 02/14/25                          | 02/21/25       |
|          | FACULTY/MONTHLY | 02/01/25   | 02/28/25 | 02/20/25                          | 02/28/25       |
| MARCH    | 1ST BW Mar      | 02/16/25   | 03/01/25 | 02/28/25                          | 03/07/25       |
|          | 2ND BW Mar      | 03/02/25   | 03/15/25 | 03/14/25                          | 03/21/25       |
|          | FACULTY/MONTHLY | 03/01/25   | 03/31/25 | 03/21/25                          | 03/31/25       |
| APRIL    | 1ST BW Apr      | 03/16/25   | 03/29/25 | 03/28/25                          | 04/04/25       |
|          | 2ND BW Apr      | 03/30/25   | 04/12/25 | 04/11/25                          | 04/18/25       |
|          | FACULTY/MONTHLY | 04/01/25   | 04/30/25 | 04/22/25                          | 04/30/25       |
| MAY      | 1ST BW May      | 04/13/25   | 04/26/25 | 04/25/25                          | 05/02/25       |
|          | 2ND BW May      | 04/27/25   | 05/10/25 | 05/09/25                          | 05/16/25       |
|          | 3RD BW May      | 05/11/25   | 05/24/25 | 05/22/25                          | 05/30/25       |
|          | FACULTY/MONTHLY | 05/01/25   | 05/31/25 | 05/19/25                          | 05/30/25       |
| JUNE     | 1ST BW Jun      | 05/25/25   | 06/07/25 | 06/06/25                          | 06/13/25       |
|          | 2ND BW Jun      | 06/08/25   | 06/21/25 | 06/20/25                          | 06/27/25       |
|          | MON/SUM/FAC     | 06/01/25   | 06/30/25 | 06/16/25                          | 06/30/25       |

|                  |                 |                 |                 |                 |                 |
|------------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| <b>JULY</b>      | 1ST BW July     | <b>06/22/25</b> | <b>07/05/25</b> | <b>07/03/25</b> | <b>07/11/25</b> |
|                  | 2ND BW July     | <b>07/06/25</b> | <b>07/19/25</b> | <b>07/18/25</b> | <b>07/25/25</b> |
|                  | MON/SUM/FAC     | <b>07/01/25</b> | <b>07/31/25</b> | <b>07/23/25</b> | <b>07/31/25</b> |
|                  |                 |                 |                 |                 |                 |
| <b>AUGUST</b>    | 1ST BW Aug      | <b>07/20/25</b> | <b>08/02/25</b> | <b>08/01/25</b> | <b>08/08/25</b> |
|                  | 2ND BW Aug      | <b>08/03/25</b> | <b>08/16/25</b> | <b>08/15/25</b> | <b>08/22/25</b> |
|                  | FACULTY/MONTHLY | <b>08/01/25</b> | <b>08/31/25</b> | <b>08/21/25</b> | <b>08/29/25</b> |
|                  |                 |                 |                 |                 |                 |
| <b>SEPTEMBER</b> | 1ST BW Sept     | <b>08/17/25</b> | <b>08/30/25</b> | <b>08/28/25</b> | <b>09/05/25</b> |
|                  | 2ND BW Sept     | <b>08/31/25</b> | <b>09/13/25</b> | <b>09/12/25</b> | <b>09/19/25</b> |
|                  | FACULTY/MONTHLY | <b>09/01/25</b> | <b>09/30/25</b> | <b>09/22/25</b> | <b>09/30/25</b> |
|                  |                 |                 |                 |                 |                 |
| <b>OCTOBER</b>   | 1ST BW Oct      | <b>09/14/25</b> | <b>09/27/25</b> | <b>09/26/25</b> | <b>10/03/25</b> |
|                  | 2ND BW Oct      | <b>09/28/25</b> | <b>10/11/25</b> | <b>10/10/25</b> | <b>10/17/25</b> |
|                  | 3RD BW Oct      | <b>10/12/25</b> | <b>10/25/25</b> | <b>10/24/25</b> | <b>10/31/25</b> |
|                  | FACULTY/MONTHLY | <b>10/01/25</b> | <b>10/31/25</b> | <b>10/21/25</b> | <b>10/31/25</b> |
|                  |                 |                 |                 |                 |                 |
| <b>NOVEMBER</b>  | 1ST BW Nov      | <b>10/26/25</b> | <b>11/08/25</b> | <b>11/06/25</b> | <b>11/14/25</b> |
|                  | 2ND BW Nov      | <b>11/09/25</b> | <b>11/22/25</b> | <b>11/20/25</b> | <b>11/28/25</b> |
|                  | FACULTY/MONTHLY | <b>11/01/25</b> | <b>11/30/25</b> | <b>11/17/25</b> | <b>11/28/25</b> |
|                  |                 |                 |                 |                 |                 |
| <b>DECEMBER</b>  | 1ST BW Dec      | <b>11/23/25</b> | <b>12/06/25</b> | <b>12/05/25</b> | <b>12/12/25</b> |
|                  | 2ND BW Dec      | <b>12/07/25</b> | <b>12/20/25</b> | <b>12/18/25</b> | <b>12/26/25</b> |
|                  | FACULTY/MONTHLY | <b>12/01/25</b> | <b>12/31/25</b> | <b>12/15/25</b> | <b>12/31/25</b> |

**\*\*\*Early Processing Due to Holiday\*\*\***

**Employment Services Hiring and Onboarding Documentation and Process Deadlines.**

Please be advised Hiring Managers, when selecting proposed begin dates for Candidates; all Candidates must have a proposed beginning date respective to the first day of the proposed pay period for the position they are expected to be placed in. For example, monthly employees should begin at the beginning of a monthly pay period. Bi-weekly employees should start at the beginning of a bi-weekly pay period. Exceptions may be discussed and approved by HR for Non-Paid Affiliates.

Note: For this message's purposes, hiring and onboarding refers to the successful completion of all required onboarding processes.

**Bi-Weekly Onboarding Deadlines.** Hiring and onboarding documentation and process completion are due by the close of business on the Tuesday before a proposed beginning date.

**Monthly Onboarding Deadlines.** Hiring and onboarding documentation and process completion are due by close of business on Tuesday, following the first day of the proposed beginning date.