

2025
Payroll Calendar and Web Time Entry Due Dates
Exempt and EHRA Employees

LEAVE PERIOD	From	To	SUBMIT DEADLINE 5:00 PM	APPROVE DEADLINE 5:00 PM	PAYROLL DATE
MN12	12/1/2024	12/31/2024	12/16/2024	December 17, 2024	January 31, 2025
MN01	1/1/2025	1/31/2025	02/03/2025	February 4, 2025	February 28, 2025
MN02	2/1/2025	2/28/2025	03/03/2025	March 4, 2025	March 31, 2025
MN03	3/1/2025	3/31/2025	04/01/2025	April 2, 2025	April 30, 2025
MN04	4/1/2025	4/30/2025	05/01/2025	May 5, 2025	May 31, 2025
MN05	5/1/2025	5/31/2025	06/02/2025	June 3, 2025	June 30, 2025
MN06	6/1/2025	6/30/2025	07/01/2025	July 2, 2025	July 31, 2025
MN07	7/1/2025	7/31/2025	08/04/2025	August 5, 2025	August 29, 2025
MN08	8/1/2025	8/31/2025	09/01/2025	September 2, 2025	September 30, 2025
MN09	9/1/2025	9/30/2025	10/01/2025	October 2, 2025	October 31, 2025
MN10	10/1/2025	10/31/2025	11/03/2025	November 4, 2025	November 26, 2025
MN11	11/1/2025	11/30/2025	12/01/2025	December 2, 2025	December 22, 2025
MN12	12/1/2025	12/31/2025	12/16/2025	December 18, 2025	January 30, 2026

December Leave Reports Should Be Submitted and Supervisors Approved Before Leaving For The Winter Break.