

2025

**Payroll Calendar & Web Time Entry Due Dates
For LAW OFFICERS 28- DAY CYCLE**

Important: Employees must enter time worked no later than the “Employee Entry Deadline Date and Time” and Supervisors must approve time worked no later than the “Approver Deadline Date and Time”

Pay #	Timesheet Start Date	Timesheet End Date	Employee entry Deadline	Employee Entry Deadline Time	Approver Deadline Date	Approver Deadline Time	Pay Date
1	12/16/2024	1/12/2025	1/13/2025	5:00 PM	01/14/2025	5:00 PM	JANUARY 30, 2025
2	01/13/2025	02/09/2025	02/10/2025	5:00 PM	02/11/2025	5:00 PM	FEBRAURY 27, 2025
3	02/10/2025	03/09/2025	03/10/2025	5:00 PM	03/11/2025	5:00 PM	MARCH 31,2025
4	03/10/2025	04/06/2025	04/07/2025	5:00 PM	04/08/2025	5:00 PM	APRIL 30,2025
5	04/07/2025	05/04/2025	05/05/2025	5:00 PM	05/06/2025	5:00 PM	MAY 29, 2025
6	05/05/2025	06/01/2025	06/02/2025	5:00 PM	06/03/2025	5:00 PM	JUNE 30, 2025
7	06/02/2025	06/29/2025	06/30/2025	5:00 PM	07/01/2025	5:00 PM	
8	06/30/2025	07/27/2025	07/28/2025	5:00 PM	07/29/2025	5:00 PM	JULY 31, 2025
9	07/28/2025	08/24/2025	08/25/2025	5:00 PM	08/26/2025	5:00 PM	AUGUST 29, 2025
10	08/25/2025	09/21/2025	09/22/2025	5:00 PM	09/27/2025	5:00 PM	SEPTEMBER 30, 2025
11	09/22/2025	10/19/2025	10/20/2025	5:00 PM	10/26/2025	5:00 PM	OCTOBER 31 2025
12	10/20/2025	11/16/2025	11/17/2025	5:00 PM	11/22/2025	5:00 PM	NOVEMBER 26, 2025
13	11/17/2025	12/14/2025	12/15/2025	5:00 PM	12/16/2025	5:00 PM	December 22, 2025
01	12/15/2025	01/11/2026	01/12/2026	5:00 PM	01/13/2026	5:00 PM	JANUARY 28, 2026