



2025 Bi-Weekly Payroll Calendar & Web Time Entry Due Dates For PERMANENT SHRA EMPLOYEES

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 (Monday) | Timesheet End Date (Sunday) | Employee Entry Deadline Date (Monday) | Employee Entry Deadline Time | Approver Deadline Date (Tuesday) | Approver Deadline Time | Pay Date |
|-------|----------------------------------|--------------------------------|--|------------------------------|-------------------------------------|------------------------|--------------------|
| 26 | 12/02/2024 | 12/15/2024 | 12/16/2024 | 10:00 AM | 12/17/2024 | 5:00 PM | January 31, 2025 |
| 1 | 12/16/2024 | 12/29/2024 | 12/16/2024 | 10:00 AM | 12/17/2024 | 5:00 PM | |
| 2 | 12/30/2024 | 01/12/2025 | 01/13/2025 | 10:00 AM | 01/14/2025 | 5:00 PM | |
| 3 | 01/13/2025 | 01/26/2025 | 01/27/2025 | 10:00 AM | 01/28/2025 | 5:00 PM | February 28, 2025 |
| 4 | 01/27/2025 | 02/09/2025 | 02/10/2025 | 10:00 AM | 02/11/2025 | 5:00 PM | |
| 5 | 02/10/2025 | 02/23/2025 | 02/24/2025 | 10:00 AM | 02/25/2025 | 5:00 PM | March 31, 2025 |
| 6 | 02/24/2025 | 03/09/2025 | 03/10/2025 | 10:00 AM | 03/11/2025 | 5:00 PM | |
| 7 | 03/10/2025 | 03/23/2025 | 03/24/2025 | 10:00 AM | 03/25/2025 | 5:00 PM | April 30, 2025 |
| 8 | 03/24/2025 | 04/06/2025 | 04/07/2025 | 10:00 AM | 04/08/2025 | 5:00 PM | |
| 9 | 04/07/2025 | 04/20/2025 | 04/21/2025 | 10:00 AM | 04/22/2025 | 5:00 PM | May 31, 2025 |
| 10 | 04/21/2025 | 05/04/2025 | 05/05/2025 | 10:00 AM | 05/06/2025 | 5:00 PM | |
| 11 | 05/05/2025 | 05/18/2025 | 05/19/2025 | 10:00 AM | 05/20/2025 | 5:00 PM | June 30, 2025 |
| 12 | 05/19/2025 | 06/01/2025 | 06/02/2025 | 10:00 AM | 06/03/2025 | 5:00 PM | |
| 13 | 06/02/2025 | 06/15/2025 | 06/16/2025 | 10:00 AM | 06/17/2025 | 5:00 PM | July 31, 2025 |
| 14 | 06/16/2025 | 06/29/2025 | 06/30/2025 | 10:00 AM | 07/01/2025 | 5:00 PM | |
| 15 | 06/30/2025 | 07/13/2025 | 07/14/2025 | 10:00 AM | 07/15/2025 | 5:00 PM | |
| 16 | 07/14/2025 | 07/27/2025 | 07/28/2025 | 10:00 AM | 07/29/2025 | 5:00 PM | August 29, 2025 |
| 17 | 07/28/2025 | 08/10/2025 | 08/11/2025 | 10:00 AM | 08/12/2025 | 5:00 PM | |
| 18 | 08/11/2025 | 08/24/2025 | 08/25/2025 | 10:00 AM | 08/26/2025 | 5:00 PM | September 30, 2025 |
| 19 | 08/25/2025 | 09/07/2025 | 09/08/2025 | 10:00 AM | 09/09/2025 | 5:00 PM | |
| 20 | 09/08/2024 | 09/21/2025 | 09/22/2025 | 10:00 AM | 09/23/2025 | 5:00 PM | October 31, 2025 |
| 21 | 09/22/2024 | 10/05/2025 | 10/06/2025 | 10:00 AM | 10/07/2025 | 5:00 PM | |
| 22 | 10/06/2025 | 10/19/2025 | 10/20/2025 | 10:00 AM | 10/21/2025 | 5:00 PM | November 26, 2025 |
| 23 | 10/20/2025 | 11/02/2025 | 11/03/2025 | 10:00 AM | 11/04/2025 | 5:00 PM | |
| 24 | 11/03/2025 | 11/16/2025 | 11/17/2025 | 10:00 AM | 11/18/2025 | 5:00 PM | December 22, 2025 |
| 25 | 11/17/2025 | 11/30/2025 | 12/01/2025 | 10:00 AM | 12/02/2025 | 5:00 PM | |
| 26 | 12/01/2025 | 12/14/2025 | 12/15/2025 | 10:00 AM | 12/16/2025 | 5:00 PM | January 30, 2026 |
| 01 | 12/15/2025 | 12/28/2025 | 12/17/2025 | 5:00 PM | 12/18/2025 | 5:00 PM | |