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**2025**

Bi-Weekly Payroll Calendar & Web Time Entry Due Dates

for Hourly Student, Temporary, and Work Study 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” to avoid delays in receiving pay.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Pay #** | **Pay Period Start Date *(Monday)*** | **Pay Period End Date *(Sunday)*** | **Employee Entry Deadline Date *(Monday)*** | **Employee Entry Deadline Time** | **Approver Deadline Date *(Monday)*** | **Approver Deadline Time** | **Pay Date** |
| **1** | 12/16/2024 | 12/29/2024 | **12/30/2024\*** | 12:00 PM | 12/30/2024**\*** | 5:00 PM | **1/10/2025** |
| **2** | 12/30/2024 | 1/12/2025 | **1/13/2025** | 12:00 PM | 1/13/2025 | 5:00 PM | **1/24/2025** |
| **3** | 1/13/2025 | 1/26/2025 | **1/27/2025** | 12:00 PM | 1/27/2025 | 5:00 PM | **2/7/2025** |
| **4** | 1/27/2025 | 2/9/2025 | **2/10/2025** | 12:00 PM | 2/10/2025 | 5:00 PM | **2/21/2025** |
| **5** | 2/10/2025 | 2/23/2025 | **2/24/2025** | 12:00 PM | 2/24/2025 | 5:00 PM | **3/7/2025** |
| **6** | 2/24/2025 | 3/9/2025 | **3/10/2025** | 12:00 PM | 3/10/2025 | 5:00 PM | **3/21/2025** |
| **7** | 3/10/2025 | 3/23/2025 | **3/24/2025** | 12:00 PM | 3/24/2025 | 5:00 PM | **4/4/2025** |
| **8** | 3/24/2025 | 4/6/2025 | **4/7/2025** | 12:00 PM | 4/7/2025 | 5:00 PM | **4/17/2025** |
| **9** | 4/7/2025 | 4/20/2025 | **4/21/2025** | 12:00 PM | 4/21/2025 | 5:00 PM | **5/2/2025** |
| **10** | 4/21/2025 | 5/4/2025 | **5/5/2025** | 12:00 PM | 5/5/2025 | 5:00 PM | **5/16/2025** |
| **11** | 5/5/2025 | 5/18/2025 | **5/19/2025** | 12:00 PM | 5/19/2025 | 5:00 PM | **5/30/2025** |
| **12** | 5/19/2025 | 6/1/2025 | **6/2/2025** | 12:00 PM | 6/2/2025 | 5:00 PM | **6/13/2025** |
| **13** | 6/2/2025 | 6/15/2025 | **6/16/2025** | 12:00 PM | 6/16/2025 | 5:00 PM | **6/27/2025** |
| **14** | 6/16/2025 | 6/29/2025 | **6/30/2025** | 12:00 PM | 6/30/2025 | 5:00 PM | **7/11/2025** |
| **15** | 6/30/2025 | 7/13/2025 | **7/14/2025** | 12:00 PM | 7/14/2025 | 5:00 PM | **7/25/2025** |
| **16** | 7/14/2025 | 7/27/2025 | **7/28/2025** | 12:00 PM | 7/28/2025 | 5:00 PM | **8/8/2025** |
| **17** | 7/28/2025 | 8/10/2025 | **8/11/2025** | 12:00 PM | 8/11/2025 | 5:00 PM | **8/22/2025** |
| **18** | 8/11/2025 | 8/24/2025 | **8/25/2025** | 12:00 PM | 8/25/2025 | 5:00 PM | **9/5/2025** |
| **19** | 8/25/2025 | 9/7/2025 | **9/8/2025** | 12:00 PM | 9/8/2025 | 5:00 PM | **9/19/2025** |
| **20** | 9/8/2025 | 9/21/2025 | **9/22/2025** | 12:00 PM | 9/22/2025 | 5:00 PM | **10/3/2025** |
| **21** | 9/22/2025 | 10/5/2025 | **10/6/2025** | 12:00 PM | 10/6/2025 | 5:00 PM | **10/17/2025** |
| **22** | 10/6/2025 | 10/19/2025 | **10/20/2025** | 12:00 PM | 10/20/2025 | 5:00 PM | **10/31/2025** |
| **23** | 10/20/2025 | 11/2/2025 | **11/3/2025** | 12:00 PM | 11/3/2025 | 5:00 PM | **11/14/2025** |
| **24** | 11/3/2025 | 11/16/2025 | **11/17/2025** | 12:00 PM | 11/17/2025 | 5:00 PM | **11/26/2025** |
| **25** | 11/17/2025 | 11/30/2025 | **12/1/2025** | 12:00 PM | 12/1/2025 | 5:00 PM | **12/12/2025** |
| **26** | 12/1/2025 | 12/14/2025 | **12/15/2025** | 12:00 PM | 12/15/2025 | 5:00 PM | **12/23/2025** |

\*Campus Closed: Submit and Approve Timesheet before leaving campus for Christmas Holiday.