

Calendar Year 2025 Monthly Payroll Schedule

PAY NO.	PAY DATE	PAY PERIOD		*DEADLINE FOR ADDING/DELETING TO PAYROLL BY NOON	TIMESHEETS & RECAPS DUE BY NOON
		BEGINNING	ENDING		
1	1/31/2025	1/1/2025	1/31/2025	1/17/2025	1/21/2025
2	2/28/2025	2/1/2025	2/28/2025	2/18/2025	2/19/2025
3	3/31/2025	3/1/2025	3/31/2025	3/18/2025	3/19/2025
4	4/30/2025	4/1/2025	4/30/2025	4/16/2025	4/17/2025
5	5/30/2025	5/1/2025	5/31/2025	5/16/2025	5/19/2025
6	6/30/2025	6/1/2025	6/30/2025	6/16/2025	6/17/2025
7	7/31/2025	7/1/2025	7/31/2025	7/18/2025	7/21/2025
8	8/29/2025	8/1/2025	8/31/2025	8/18/2025	8/19/2025
9	9/30/2025	9/1/2025	9/30/2025	9/17/2025	9/18/2025
10	10/31/2025	10/1/2025	10/31/2025	10/17/2025	10/20/2025
11	11/26/2025	11/1/2025	11/30/2025	1/17/2025	11/18/2025
12	12/31/2025	12/1/2025	12/31/2025	12/11/2025	12/12/2025

***All payroll data from departments, excluding timesheets and recaps, is due by 12:00 noon on these dates, unless the calendar requires a change in the payroll processing time or if the University is closed any time before/after these dates.**

****Accelerated deadline due to holiday, subject to change. Holiday memo may be sent prior to deadlines.**