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| **2025 Biweekly Payroll Calendar** | | | | | | | |
| **Bi-weekly Pay Period** | **Document Submission Deadlines** | | | **Time & Attendance Deadlines** | | **Regular Pay Day** | **Late Documents & New Hire Pay Day** |
| **President, Provost, & Vice Presidents** | **Budget Office & Sponsored Research** | **HR Documents** | **Time must be entered by 4:00 p.m.** | **Exceptions must be cleared by 10:00 a.m. & time must be approved by 2:00 p.m.** |
| **10/25/24 – 11/07/24** | **10/18/24** | **10/24/24** | **11/01/24** | **11/05/24** | **11/06/24** | **11/15/24** | **11/29/24** |
| **11/08/24 – 11/21/24** | **11/01/24** | **11/08/24** | **11/15/24** | **11/19/24** | **11/20/24** | **11/27/24** | **12/13/24** |
| **11/22/24 – 12/05/24** | **11/15/24** | **11/22/24** | **11/29/24** | **12/04/24** | **12/05/24** | **12/13/24** | **12/27/24** |
| **12/06/24 – 12/19/24** | **11/29/24** | **12/06/24** | **12/13/24** | **12/17/24** | **12/18/24** | **12/27/24** | **01/10/24** |
| **12/20/24 – 01/02/25** | **12/13/24** | **12/20/24** | **12/27/24** | **12/17/24** | **12/18/24** | **01/10/25** | **01/24/25** |
| **01/03/25 – 01/16/25** | **12/27/24** | **01/03/25** | **01/10/25** | **01/14/25** | **01/15/25** | **01/24/25** | **02/07/25** |
| 01/17/25 – 01/30/25 | 01/10/25 | 01/17/25 | 01/24/25 | 01/29/25 | 01/30/25 | 02/07/25 | 02/21/25 |
| 01/31/25 – 02/13/25 | 01/24/25 | 01/31/25 | 02/07/25 | 02/12/25 | 02/13/25 | 02/21/25 | 03/07/25 |
| 02/14/25 – 02/27/25 | 02/07/25 | 02/14/25 | 02/21/25 | 02/26/25 | 02/27/25 | 03/07/25 | 03/21/25 |
| 02/28/25 – 03/13/25 | 02/21/25 | 02/28/25 | 03/07/25 | 03/12/25 | 03/12/25 | 03/21/25 | 04/04/25 |
| 03/14/25 – 03/27/25 | 03/07/25 | 03/14/25 | 03/21/25 | 03/26/25 | 03/27/25 | 04/04/25 | 04/18/25 |
| 03/28/25 – 04/10/25 | 03/21/25 | 03/28/25 | 04/04/25 | 04/09/25 | 04/10/25 | 04/18/25 | 05/02/25 |
| 04/11/25 – 04/24/25 | 04/04/25 | 04/11/25 | 04/18/25 | 04/23/25 | 04/24/25 | 05/02/25 | 05/16/25 |
| 04/25/25 – 05/08/25 | 04/18/25 | 04/25/25 | 05/02/25 | 05/07/25 | 05/08/25 | 05/16/25 | 05/30/25 |
| **05/09/25 – 05/22/25** | **05/02/25** | **05/06/25** | **05/16/25** | **05/20/25** | **05/21/25** | **05/30/25** | **06/13/25** |
| 05/23/25 – 06/05/25 | 05/16/25 | 05/23/25 | 05/30/25 | 06/04/25 | 06/05/25 | 06/13/25 | 06/27/25 |
| **06/06/25 – 06/19/25** | **05/30/25** | **06/06/25** | **06/13/25** | **06/17/25** | **06/18/25** | **06/27/25** | **07/11/25** |
| **06/20/25 – 07/03/25** | **06/13/25** | **06/20/25** | **06/27/25** | **07/01/25** | **07/02/25** | **07/11/25** | **07/25/25** |
| 07/04/25 – 07/17/25 | 06/27/25 | 07/04/25 | 07/11/25 | 07/16/25 | 07/17/25 | 07/25/25 | 08/18/25 |
| 07/18/25 – 07/31/25 | 07/11/25 | 07/18/25 | 07/25/25 | 07/30/25 | 07/31/25 | 08/08/25 | 08/22/25 |
| 08/01/25 – 08/14/25 | 07/25/25 | 08/01/25 | 08/08/25 | 08/13/25 | 08/14/25 | 08/22/25 | 09/05/25 |
| **08/15/25 – 08/28/25** | **08/08/25** | **08/15/25** | **08/22/25** | **08/26/25** | **08/27/25** | **09/05/25** | **09/19/25** |
| 08/29/25 – 09/11/25 | 08/22/25 | 08/29/25 | 09/05/25 | 09/10/25 | 09/11/25 | 09/19/25 | 10/03/25 |
| 09/12/25 – 09/25/25 | 09/08/25 | 09/12/25 | 09/19/25 | 09/24/25 | 09/25/25 | 10/03/25 | 10/17/25 |
| 09/26/25 – 10/09/25 | 09/19/25 | 09/25/25 | 10/03/25 | 10/08/25 | 10/09/25 | 10/17/25 | 10/31/25 |
| 10/10/25 – 10/23/25 | 10/03/25 | 10/10/25 | 10/17/25 | 10/22/25 | 10/23/25 | 10/31/25 | 11/14/25 |
| 10/24/25 – 11/06/25 | 10/17/25 | 10/24/25 | 10/31/25 | 11/05/25 | 11/06/25 | 11/14/25 | 11/28/25 |
| **11/07/25 – 11/20/25** | **10/31/25** | **11/07/25** | **11/14/25** | **11/18/25** | **11/19/25** | **11/28/25** | **12/12/25** |
| **11/21/25 – 12/04/25** | **11/14/25** | **11/21/25** | **11/28/25** | **12/02/25** | **12/03/25** | **12/12/25** | **12/26/25** |
| **12/05/25 – 12/18/25** | **11/28/25** | **12/05/25** | **12/12/25** | **12/16/25** | **12/17/25** | **12/26/25** | **01/09/26** |
| **12/19/25 – 01/01/26** | **12/12/25** | **12/19/25** | **12/26/25** | **12/16/25** | **12/17/25** | **01/09/26** | **01/23/26** |
| **01/02/26 – 01/15/26** | **12/26/25** | **01/02/26** | **01/09/26** | **01/13/26** | **01/14/26** | **01/23/26** | **02/06/26** |

**Document Submission Deadlines**: All completed employment contracts, sign-up packets, and relevant payroll documents are due to the President, Provost, Vice President, Budget Office, Sponsored Research, and Human Resources on this date.

**Time & Attendance Deadlines**: Please adhere to time entry and approval deadlines. The system is locked at 2:30 p.m., and departments must contact Time & Attendance to make adjustments.

All dates highlighted in **RED** indicate early payroll processing. All dates are subject to change.