

2025 Payroll Schedule Monday through Sunday

PAYPERIOD #	PAY PERIOD		APPROVED TIME TO HR	PAY DAY	HOLIDAYS	
	FIRST DAY	LAST DAY				
1	12/16/2024	12/29/2024	Monday, December 30, 2024	01/08/2025	Wednesday, December 25th	Christmas
2	12/30/2024	01/12/2025	Monday, January 13, 2025	01/22/2025	Wednesday, January 1st	New Years
3	01/13/2025	01/26/2025	Monday, January 27, 2025	02/05/2025	Monday, January 20th	Martin Luther King Jr Day
4	01/27/2025	02/09/2025	Monday, February 10, 2025	02/19/2025		
5	02/10/2025	02/23/2025	Monday, February 24, 2025	03/05/2025	Monday, February 17th	President's Day
6	02/24/2025	03/09/2025	Monday, March 10, 2025	03/19/2025		
7	03/10/2025	03/23/2025	Monday, March 24, 2025	04/02/2025		
8	03/24/2025	04/06/2025	Monday, April 7, 2025	04/16/2025		
9	04/07/2025	04/20/2025	Monday, April 21, 2025	04/30/2025		
10	04/21/2025	05/04/2025	Monday, May 5, 2025	05/14/2025	Friday, April 25th	Arbor Day
11	05/05/2025	05/18/2025	Monday, May 19, 2025	05/28/2025		
12	05/19/2025	06/01/2025	Monday, June 2, 2025	06/11/2025	Monday, May 26th	Memorial Day
13	06/02/2025	06/15/2025	Monday, June 16, 2025	06/25/2025		
14	06/16/2025	06/29/2025	Monday, June 30, 2025	07/09/2025	Thursday, June 19th	Juneteenth
15	06/30/2025	07/13/2025	Monday, July 14, 2025	07/23/2025	Friday, July 4th	Independence Day
16	07/14/2025	07/27/2025	Monday, July 28, 2025	08/06/2025		
17	07/28/2025	08/10/2025	Monday, August 11, 2025	08/20/2025		
18	08/11/2025	08/24/2025	Monday, August 25, 2025	09/03/2025		
19	08/25/2025	09/07/2025	Monday, September 8, 2025	09/17/2025	Monday, September 1st	Labor Day
20	09/08/2025	09/21/2025	Monday, September 22, 2025	10/01/2025		
21	09/22/2025	10/05/2025	Monday, October 6, 2025	10/15/2025		
22	10/06/2025	10/19/2025	Monday, October 20, 2025	10/29/2025	Monday, October 13th	Indigenous People's Day
23	10/20/2025	11/02/2025	Monday, November 3, 2025	11/12/2025		
24	11/03/2025	11/16/2025	Monday, November 17, 2025	11/26/2025	Tuesday, November 11th	Veteran's Day
25	11/17/2025	11/30/2025	Monday, December 1, 2025	12/10/2025	Thursday/Friday, November 27/28	Thanksgiving, Black Friday
26	12/01/2025	12/14/2025	Monday, December 15, 2025	12/24/2025		

1. Deadline for the Payroll and Financial Center time entry approval and submittal to payroll is on **Mondays @ 10:00 a.m.**
2. Deadline for CLARITY time entry approval and submittal to payroll is on **Tuesdays @ 10:00 a.m.**
3. Pay dates in BOLD - no *optional* deductions will be taken (3rd check of the month)
4. EARLY OR LATE PAYROLL SUBMITTAL - if the normal deadline lands on a holiday, please have timecards approved by 10 a.m. on the following business day. Clarity timesheet deadline will move from 10 a.m. to 1 p.m. but the due date will not change.