

Human Resources/Payroll Deadlines

<b>2025 Calendar Pay Event</b>	<b>Pay Period Dates From - Through</b>		<b>Time Entry &amp; Departmental Approvals Due by 3:00 pm</b>	<b>Pay Check Dates</b>
1	12/22/2024	1/4/2025	1/6/2025	1/10/2025
2	1/5/2025	1/18/2025	1/20/2025	1/24/2025
3	1/19/2025	2/1/2025	2/3/2025	2/7/2025
4	2/2/2025	2/15/2025	2/17/2025	2/21/2025
5	2/16/2025	3/1/2025	3/3/2025	3/7/2025
6	3/2/2025	3/15/2025	3/17/2025	3/21/2025
7	3/16/2025	3/29/2025	3/31/2025	4/4/2025
8	3/30/2025	4/12/2025	4/14/2025	4/18/2025
9	4/13/2025	4/26/2025	4/28/2025	5/2/2025
10	4/27/2025	5/10/2025	5/12/2025	5/16/2025
11	5/11/2025	5/24/2025	5/26/2025	5/30/2025
12	5/25/2025	6/7/2025	6/9/2025	6/13/2025
13	6/8/2025	6/21/2025	6/23/2025	6/27/2025
14	6/22/2025	7/5/2025	7/7/2025	7/11/2025
15	7/6/2025	7/19/2025	7/21/2025	7/25/2025
16	7/20/2025	8/2/2025	8/4/2025	8/8/2025
17	8/3/2025	8/16/2025	8/18/2025	8/22/2025
18	8/17/2025	8/30/2025	9/1/2025	9/5/2025
19	8/31/2025	9/13/2025	9/15/2025	9/19/2025
20	9/14/2025	9/27/2025	9/29/2025	10/3/2025
21	9/28/2025	10/11/2025	10/13/2025	10/17/2025
22	10/12/2025	10/25/2025	10/27/2025	10/31/2025
23	10/26/2025	11/8/2025	11/10/2025	11/14/2025
24	11/9/2025	11/22/2025	11/24/2025	11/28/2025
25	11/23/2025	12/6/2025	12/8/2025	12/12/2025
26	12/7/2025	12/20/2025	<b>12/15/2023</b>	<b>12/26/2025</b>
1	12/21/2025	1/3/2026	1/5/2026	1/9/2026

\* Adjusted to Holiday Schedule

\*\* Checks will be mailed on December 27th.

To be considered "on time" documents MUST be complete, including attachments, and required signatures. Authorization to hire international employees, including faculty and students, must be approved by the Office of International Student and Scholar services BEFORE the employee begins to work. Actions involving grant funded employees must be approved by the Office of Sponsored Programs.