

Bi-Weekly Payroll Schedule for Calendar Year 2025

Bi-weekly employees are required to **submit** an electronic time sheet every pay period by **11:59 pm** on the date indicated in the **"Web Time Entry Submit Due Date"** column below. It is recommended that bi-weekly employees complete and save an electronic timesheet daily. They are *not* required to complete an electronic leave report. They are paid every other Friday.

Processing of any personnel actions must be submitted to Human Resources no later than the date listed in the "Web Time Entry Submit Due Date" column highlighted below. Adherence to these due dates will help facilitate proper pay on the corresponding pay date.

Payroll Number	Pay of Month	Pay Period Start Date	Pay Period End Date	Web Time Entry Submit Due Date	Web Time Entry Approve Due Date	Pay Date
1	1	12/15/2024	12/28/2024	M 12/30/2024	T 12/31/2024	1/10/2025
2	2	12/29/2024	1/11/2025	T 1/14/2025	W 1/15/2025	1/24/2025
3	1	1/12/2025	1/25/2025	T 1/28/2025	W 1/29/2025	2/7/2025
4	2	1/26/2025	2/8/2025	T 2/11/2025	W 2/12/2025	2/21/2025
5	1	2/9/2025	2/22/2025	T 2/25/2025	W 2/26/2025	3/7/2025
6	2	2/23/2025	3/8/2025	T 3/11/2025	W 3/12/2025	3/21/2025
7	1	3/9/2025	3/22/2025	T 3/25/2025	W 3/26/2025	4/4/2025
8	2	3/23/2025	4/5/2025	T 4/8/2025	W 4/9/2025	4/18/2025
9	1	4/6/2025	4/19/2025	T 4/22/2025	W 4/23/2025	5/2/2025
10	2	4/20/2025	5/3/2025	T 5/6/2025	W 5/7/2025	5/16/2025
11	3	5/4/2025	5/17/2025	T 5/20/2025	W 5/21/2025	5/30/2025
12	1	5/18/2025	5/31/2025	T 6/3/2025	W 6/4/2025	6/13/2025
13	2	6/1/2025	6/14/2025	M 6/16/2025	T 6/17/2025	6/27/2025
14	1	6/15/2025	6/28/2025	M 6/30/2025	T 7/1/2025	7/11/2025
15	2	6/29/2025	7/12/2025	T 7/15/2025	W 7/16/2025	7/25/2025
16	1	7/13/2025	7/26/2025	T 7/29/2025	W 7/30/2025	8/8/2025
17	2	7/27/2025	8/9/2025	T 8/12/2025	W 8/13/2025	8/22/2025
18	1	8/10/2025	8/23/2025	T 8/26/2025	W 8/27/2025	9/5/2025
19	2	8/24/2025	9/6/2025	T 9/9/2025	W 9/10/2025	9/19/2025
20	1	9/7/2025	9/20/2025	T 9/23/2025	W 9/24/2025	10/3/2025
21	2	9/21/2025	10/4/2025	T 10/7/2025	W 10/8/2025	10/17/2025
22	3	10/5/2025	10/18/2025	T 10/21/2025	W 10/22/2025	10/31/2025
23	1	10/19/2025	11/1/2025	T 11/4/2025	W 11/5/2025	11/14/2025
24	2	11/2/2025	11/15/2025	M 11/17/2025	T 11/18/2025	11/26/2025
25	1	11/16/2025	11/29/2025	T 12/2/2025	W 12/3/2025	12/12/2025
26	2	11/30/2025	12/13/2025	M 12/15/2025	T 12/16/2025	12/26/2025