

2025 - Payroll Processing Schedule

Weekly Paid Employees

Weekly paid employees are paid one week in arrears. Pay dates are on Friday, unless otherwise noted.

Employees are required to submit their timesheets by the end of their workday each week so that supervisors can review and approve timesheets by **Noon** on **Tuesdays**.

Semi-Monthly/Monthly Paid Employees

Pay dates for Semi-Monthly paid employees are on the 15th and the last business day of each month. Monthly paid employees are paid on the last business day of each month. If the pay date falls on the weekend or holiday, employees will receive their pay on the preceding or following business day.

Please take note that changes/adjustments made after the payroll deadline will go into effect for the next payroll.

Payroll Deadline @12 Noon	Pay Dates
01/10/2025	01/15/2025
01/28/2025	01/31/2025
02/11/2025	02/14/2025
02/25/2025	02/28/2025
03/11/2025	03/14/2025
03/26/2025	03/31/2025
04/10/2025	04/15/2025
04/25/2025	04/30/2025
05/12/2025	05/15/2025
05/27/2025	05/30/2025
06/10/2025	06/13/2025
06/25/2025	06/30/2025
07/10/2025	07/15/2025
07/28/2025	07/31/2025
08/12/2025	08/15/2025
08/26/2025	08/29/2025
09/10/2025	09/15/2025
09/25/2025	09/30/2025
10/10/2025	10/15/2025
10/28/2025	10/31/2025
11/11/2025	11/14/2025
11/25/2025	11/28/2025
12/10/2025	12/15/2025
12/19/2025	12/31/2025