

Each Department may set Internal Deadline to require time to be entered earlier than stated below so the Final Payroll Office Deadline is assured.

Payroll Deadlines and Time Frames						
P/R #	Pay Period		All Payroll Changes Due - 12 Noon on	Last Day for Employee to Submit Their Timesheet	Last Day for Supervisors to Approve Employee Timesheet	Paycheck Date
	Start	End				
1	12/29/2024	1/11/2025	1/10/2025	1/12/2025	1/13/2025	1/21/2025
2	1/12/2025	1/25/2025	1/24/2025	1/26/2025	1/27/2025	2/3/2025
3	1/26/2025	2/8/2025	2/7/2025	2/9/2025	2/10/2025	2/18/2025
4	2/9/2025	2/22/2025	2/21/2025	2/23/2025	2/24/2025	3/3/2025
5	2/23/2025	3/8/2025	3/7/2025	3/9/2025	3/10/2025	3/17/2025
6	3/9/2025	3/22/2025	3/21/2025	3/23/2025	3/24/2025	3/31/2025
7	3/23/2025	4/5/2025	4/4/2025	4/6/2025	4/7/2025	4/14/2025
8	4/6/2025	4/19/2025	4/18/2025	4/20/2025	4/21/2025	4/28/2025
9	4/20/2025	5/3/2025	5/2/2025	5/4/2025	5/5/2025	5/12/2025
10	5/4/2025	5/17/2025	5/16/2025	5/18/2025	5/19/2025	5/27/2025
11	5/18/2025	5/31/2025	5/30/2025	6/1/2025	6/2/2025	6/9/2025
12	6/1/2025	6/14/2025	6/13/2025	6/15/2025	6/16/2025	6/23/2025
13	6/15/2025	6/28/2025	6/27/2025	6/29/2025	6/30/2025	7/7/2025
14	6/29/2025	7/12/2025	7/11/2025	7/13/2025	7/14/2025	7/21/2025
15	7/13/2025	7/26/2025	7/25/2025	7/27/2025	7/28/2025	8/4/2025
16	7/27/2025	8/9/2025	8/8/2025	8/10/2025	8/11/2025	8/18/2025
17	8/10/2025	8/23/2025	8/22/2025	8/24/2025	8/25/2025	8/29/2025
18	8/24/2025	9/6/2025	9/5/2025	9/7/2025	9/8/2025	9/15/2025
19	9/7/2025	9/20/2025	9/19/2025	9/21/2025	9/22/2025	9/29/2025
20	9/21/2025	10/4/2025	10/3/2025	10/5/2025	10/6/2025	10/14/2025
21	10/5/2025	10/18/2025	10/17/2025	10/19/2025	10/20/2025	10/27/2025
22	10/19/2025	11/1/2025	10/31/2025	11/2/2025	11/3/2025	11/10/2025
23	11/2/2025	11/15/2025	11/14/2025	11/16/2025	11/17/2025	11/24/2025
24	11/16/2025	11/29/2025	11/28/2025	11/30/2025	12/1/2025	12/8/2025
25	11/30/2025	12/13/2025	12/12/2025	12/14/2025	12/15/2025	12/22/2025
26	12/14/2025	12/27/2025	12/26/2025	12/28/2025	12/31/2025	1/5/2026

Holiday on Monday Payday on Tuesday

Holiday on Monday Payday on Tuesday

Third Check No Insurance Deductions or Time Accruals or Cell Phone/Car Allowances

Holiday on Monday Payday on Tuesday

Holiday on Monday Payday on Friday & Third Check No Insurance Deductions or Time Accruals or Cell Phone/Car Allowances

Holiday on Monday Payday on Tuesday

Please consult with your Department Head to determine if the Department cutoff date is sooner.

***Payroll Change cut offs dates are subject to change due to Holidays and circumstances beyond our control but only after**

If an Employee or the Approver is non compliant with the above final cutoff dates, DD must be suspended due to bank file deadlines. A paper check will need processed and effected employee will need to resubmit DD authorization to the Payroll Office.