

Payroll Deadlines and Time Frames

P/R#	Pay Period Start	Pay Period End	Paycheck Date	All Payroll Changes Due 12:00pm	Timesheets Due Date ESS:12:00pm Approval: 5:00pm
1	12/21/2024	1/3/2025	1/10/2025	12/24/2024	1/3/2025
2	1/4/2025	1/17/2025	1/24/2025	1/7/2025	1/17/2025
3	1/18/2025	1/31/2025	2/7/2025	1/21/2025	1/31/2025
4	2/1/2025	2/14/2025	2/21/2025	2/4/2025	2/14/2025
5	2/15/2025	2/28/2025	3/7/2025	2/18/2025	2/28/2025
6	3/1/2025	3/14/2025	3/21/2025	3/4/2025	3/14/2025
7	3/15/2025	3/28/2025	4/4/2025	3/18/2025	3/28/2025
8	3/29/2025	4/11/2025	*4/17/2025	4/1/2025	**4/10/2025
9	4/12/2025	4/25/2025	5/2/2025	4/15/2025	4/25/2025
10	4/26/2025	5/9/2025	5/16/2025	4/29/2025	5/9/2025
11	5/10/2025	5/23/2025	**5/30/2025	5/13/2025	**5/22/2025
12	5/24/2025	6/6/2025	6/13/2025	5/27/2025	6/6/2025
13	6/7/2025	6/20/2025	6/27/2025	6/10/2025	6/20/2025
14	6/21/2025	7/4/2025	7/11/2025	6/24/2025	**7/3/2025
15	7/5/2025	7/18/2025	7/25/2025	7/8/2025	7/18/2025
16	7/19/2025	8/1/2025	8/8/2025	7/22/2025	8/1/2025
17	8/2/2025	8/15/2025	8/22/2025	8/5/2025	8/15/2025
18	8/16/2025	8/29/2025	9/5/2025	8/19/2025	**8/28/2025
19	8/30/2025	9/12/2025	9/19/2025	9/2/2025	9/12/2025

***Early Pay Day Due to Holiday**

****Early Time Sheet Due Date Due to Holiday**

*****3rd Pay Period of the Month**