

Bi-Weekly Payroll Schedule 2025

Due dates for bi-weekly departmental paper Time Sheets, Employee Personal Record Sheets and Web Time Entry for the calendar year 2025.

Submission of Time Entry as well as all paper Time Sheets and Personal Record Sheets are due in Human Resources no later than **10:00 AM** on Due Date shown.

2025 Paid Holidays: New Year's Day (01/01/2025), Martin Luther King Day (01/20/2025), Good Friday (04/18/2025), Easter Monday (04/21/2025), Memorial Day (05/26/2025), Juneteenth (06/19/2025), Independence Day (07/04/2025), Labor Day (09/01/2025), Thanksgiving and Day After Thanksgiving (11/27-11/28/2025), Christmas Eve (12/24/2025), Christmas Day (12/25/2025), Feast of the Immaculate Conception (12/26/2026).

Pay Period Start	Pay Period End	Due Date	Pay Date
12/15/2024	12/28/2024	12/20/2024	01/03/2025
12/29/2024	01/11/2025	01/10/2025	01/17/2025
01/12/2025	01/25/2025	01/24/2025	01/31/2025
01/26/2025	02/08/2025	02/07/2025	02/14/2025
02/09/2025	02/22/2025	02/21/2025	02/28/2025
02/23/2025	03/08/2025	03/07/2025	03/14/2025
03/09/2025	03/22/2025	03/21/2025	03/28/2025
03/23/2025	04/05/2025	04/04/2025	04/11/2025
04/06/2025	04/19/2025	04/17/2025	04/25/2025
04/20/2025	05/03/2025	05/02/2025	05/09/2025
05/04/2025	05/17/2025	05/16/2025	05/23/2025
05/18/2025	05/31/2025	05/30/2025	06/06/2025
06/01/2025	06/14/2025	06/13/2025	06/20/2025
06/15/2025	06/28/2025	06/27/2025	07/03/2025
06/29/2025	07/12/2025	07/11/2025*	07/18/2025
07/13/2025	07/26/2025	07/25/2025	08/01/2025
07/27/2025	08/09/2025	08/08/2025	08/15/2025
08/10/2025	08/23/2025	08/22/2025	08/29/2025
08/24/2025	09/06/2025	09/05/2025	09/12/2025
09/07/2025	09/20/2025	09/19/2025	09/26/2025
09/21/2025	10/04/2025	10/03/2025	10/10/2025
10/05/2025	10/18/2025	10/17/2025	10/24/2025
10/19/2025	11/01/2025	10/31/2025	11/07/2025
11/02/2025	11/15/2025	11/14/2025	11/21/2025
11/16/2025	11/29/2025	11/26/2025	12/05/2025
11/30/2025	12/13/2025	12/12/2025	12/19/2025
12/14/2025	12/27/2025	12/23/2025	01/02/2026

*Paper EPRS may be requested earlier than the time sheet/time entry due date for Fiscal Year End purposes