

Semi-Monthly Payroll Schedule 2025

Below is the payroll schedule for 12 Month Faculty who are paid semi-monthly. Those on Time Entry are not required to submit their time if no leave time has been used.

Submission of Time Entry is due 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	Time Entry Due Date	Pay Date
01/01/2025	01/15/2025	01/07/2025	01/15/2025
01/16/2025	01/31/2025	01/23/2025	01/31/2025
02/01/2025	02/15/2025	02/06/2025	02/14/2025
02/16/2025	02/28/2025	02/20/2025	02/28/2025
03/01/2025	03/15/2025	03/06/2025	03/14/2025
03/16/2025	03/31/2025	03/20/2025	03/31/2025
04/01/2025	04/15/2025	04/07/2025	04/15/2025
04/16/2025	04/30/2025	04/22/2025	04/30/2025
05/01/2025	05/15/2025	05/07/2025	05/15/2025
05/16/2025	05/31/2025	05/22/2025	05/30/2025
06/01/2025	06/15/2025	06/05/2025	06/13/2025
06/16/2025	06/30/2025	06/20/2025	06/30/2025
07/01/2025	07/15/2025	07/07/2025	07/15/2025
07/16/2025	07/31/2025	07/23/2025	07/31/2025
08/01/2025	08/15/2025	08/07/2025	08/15/2025
08/16/2025	08/31/2025	08/21/2025	08/29/2025
09/01/2025	09/15/2025	09/05/2025	09/15/2025
09/16/2025	09/30/2025	09/22/2025	09/30/2025
10/01/2025	10/15/2025	10/07/2025	10/15/2025
10/16/2025	10/31/2025	10/23/2025	10/31/2025
11/01/2025	11/15/2025	11/06/2025	11/14/2025
11/16/2025	11/30/2025	11/20/2025	11/28/2025
12/01/2025	12/15/2025	12/05/2025	12/15/2025
12/16/2025	12/31/2025	NA*	12/31/2025

*The final pay of 2025 will be processed early due to year end. No online submission of time will be possible. Leave time can be reported via email.