

2025 Bi-Weekly Pay Schedule

Payroll #	Pay Period Dates	PAF / EPAF Deadline to HR	Timesheet Due Date	Approver Due Date	Pay Date	Notes
1	12/21/2024 – 1/3/2025	12/10/2024	12/19/2024	1/6/2025	1/10/2025	Early deadlines due to Christmas break
2	1/4/2025 – 1/17/2025	1/13/2025	1/15/2025	1/16/2025	1/24/2025	Early deadlines due to MLK Holiday
3	1/18/2025 – 1/31/2025	1/29/2025	1/31/2025	2/3/2025	2/7/2025	
4	2/1/2025 – 2/14/2025	2/12/2025	2/14/2025	2/17/2025	2/21/2025	
5	2/15/2025 – 2/28/2025	2/21/2025	2/25/2025	2/26/2025	3/7/2025	Early deadlines due to Mardi Gras break
6	3/1/2025 – 3/14/2025	3/12/2025	3/14/2025	3/17/2025	3/21/2025	
7	3/15/2025 – 3/28/2025	3/26/2025	3/28/2025	3/31/2025	4/4/2025	
8	3/29/2025 – 4/11/2025	4/7/2025	4/9/2025	4/10/2025	4/17/2025	Early deadlines & pay day changed for Easter break
9	4/12/2025 – 4/25/2025	4/23/2025	4/25/2025	4/28/2025	5/2/2025	
10	4/26/2025 – 5/9/2025	5/7/2025	5/9/2025	5/12/2025	5/16/2025	Final payroll for 9-month faculty
11	5/10/2025 – 5/23/2025	5/19/2025	5/21/2025	5/22/2025	5/30/2025	Deduction holiday; Early deadlines due to Memorial Day
12	5/24/2025 – 6/6/2025	6/4/2025	6/6/2025	6/9/2025	6/13/2025	
13	6/7/2025 – 6/20/2025	6/17/2025	6/19/2025	6/23/2025	6/27/2025	Early deadlines due to Juneteenth closure day
14	6/21/2025 – 7/4/2025	7/1/2025	7/3/2025	7/7/2025	7/11/2025	Early deadlines due to July 4 th Holiday
15	7/5/2025 – 7/18/2025	7/16/2025	7/18/2025	7/21/2025	7/25/2025	
16	7/19/2025 – 8/1/2025	7/30/2025	8/1/2025	8/4/2025	8/8/2025	
17	8/2/2025 – 8/15/2025	8/13/2025	8/15/2025	8/18/2025	8/22/2025	
18	8/16/2025 – 8/29/2025	8/25/2025	8/27/2025	8/28/2025	9/5/2025	Early deadlines due to start of Fall semester & Labor Day
19	8/30/2025 – 9/12/2025	9/10/2025	9/12/2025	9/15/2025	9/19/2025	
20	9/13/2025 – 9/26/2025	9/24/2025	9/26/2025	9/29/2025	10/3/2025	
21	9/27/2025 – 10/10/2025	10/6/2025	10/8/2025	10/13/2025	10/17/2025	Early deadlines due to Office Closure & Fall Break
22	10/11/2025 – 10/24/2025	10/22/2025	10/24/2025	10/27/2025	10/31/2025	Deduction holiday
23	10/25/2025 – 11/7/2025	11/5/2025	11/7/2025	11/10/2025	11/14/2025	
24	11/8/2025 – 11/21/2025	11/14/2025	11/18/2025	11/19/2025	11/25/2025	Due dates/pay day changed for Thanksgiving break
25	11/22/2025 – 12/5/2025	12/3/2025	12/5/2025	12/8/2025	12/12/2025	
26	12/6/2025 – 12/19/2025	12/9/2025	12/12/2025	12/15/2025	12/26/2025	Early deadlines due to Christmas holiday break

***EPAFs must be Approved by all approvers in the routing queue on due date**

***Timesheets must be submitted by end of day (11:59pm) on due date**

***Approvers must approve timesheets by 12:00 NOON on due date**

***Dates are subject to change based on our holiday schedule**