

Hourly Payroll Schedule 2025

Pay Period	Payroll Period Dates		Time Sheet due to Payroll	Pay Date
20	12/12/2024	12/25/2024	12/27/2024	01/15/2025
21	12/26/2024	01/08/2025	01/10/2025	01/29/2025
22	01/09/2025	01/22/2025	01/24/2025	02/12/2025
23	01/23/2025	02/05/2025	02/07/2025	02/26/2025
24	02/06/2025	02/19/2025	02/21/2025	03/12/2025
25	02/20/2025	03/05/2025	03/07/2025	03/26/2025
26	03/06/2025	03/19/2025	03/21/2025	04/09/2025
01	03/20/2025	04/02/2025	04/04/2025	04/23/2025
02	04/03/2025	04/16/2025	04/18/2025	05/07/2025
03	04/17/2025	04/30/2025	05/02/2025	05/21/2025
04	05/01/2025	05/14/2025	05/16/2025	06/04/2025
05	05/15/2025	05/28/2025	05/30/2025	06/18/2025
06	05/29/2025	06/11/2025	06/13/2025	07/02/2025
07	06/12/2025	06/25/2025	06/27/2025	07/16/2025
08	06/26/2025	07/09/2025	07/11/2025	07/30/2025
09	07/10/2025	07/23/2025	07/25/2025	08/13/2025
10	07/24/2025	08/06/2025	08/08/2025	08/27/2025
11	08/07/2025	08/20/2025	08/22/2025	09/10/2025
12	08/21/2025	09/03/2025	09/05/2025	09/24/2025
13	09/04/2025	09/17/2025	09/19/2025	10/08/2025
14	09/18/2025	10/01/2025	10/03/2025	10/22/2025
15	10/02/2025	10/15/2025	10/17/2025	11/05/2025
16	10/16/2025	10/29/2025	10/31/2025	11/19/2025
17	10/30/2025	11/12/2025	11/14/2025	12/03/2025
18	11/13/2025	11/26/2025	11/28/2025	12/17/2025
19	11/27/2025	12/10/2025	12/12/2025	12/31/2025
20	12/11/2025	12/24/2025	12/26/2025	01/14/2026

Please Note:

Time sheets should be completed by the employee in regular two-week intervals and in accordance with the above pay period date ranges.

Employees: Please complete and submit your time sheet to your supervisor for approval at the end of the pay period as noted in above schedule.

Supervisors: Please verify all hours for accuracy, approve and submit time sheets to the Payroll Office by the deadlines set in above schedule.

ALL TIME SHEETS ARE DUE ON OR BEFORE THE ABOVE TIME SHEET DUE DATES. PLEASE ADHERE TO THE DEADLINES TO AVOID A DELAY IN PAYMENT.