

## Research Foundation Hourly Pay Schedule 2025

Pay Period	Payroll Period Dates		Time Sheets Due	Pay Date
26	11/30/2024	12/18/2024	12/23/2024	12/27/2024
1	12/19/2024	1/1/2025	1/8/2024	1/10/2025
2	1/2/2025	1/15/2025	1/22/2025	1/17/2025
3	1/16/2025	1/29/2025	2/5/2025	1/31/2025
4	1/30/2025	2/12/2025	2/19/2025	2/14/2025
5	2/13/2025	2/26/2025	3/5/2025	2/28/2025
6	2/27/2025	3/12/2025	3/26/2025	3/14/2025
7	3/13/2025	3/26/2025	4/9/2025	3/28/2025
8	3/27/2025	4/9/2025	4/23/2025	4/11/2025
9	4/10/2025	4/23/2025	5/7/2025	4/25/2025
10	4/24/2025	5/7/2025	5/21/2025	5/9/2025
11	5/8/2025	5/21/2025	6/4/2025	5/23/2025
12	5/22/2025	6/4/2025	6/18/2025	6/6/2025
13	6/5/2025	6/18/2025	7/2/2025	6/20/2025
14	6/19/2025	7/2/2025	7/16/2025	7/3/2025
15	7/3/2025	7/16/2025	7/30/2025	7/18/2025
16	7/17/2025	7/30/2025	8/13/2025	8/1/2025
17	7/31/2025	8/13/2025	8/27/2025	8/15/2025
18	8/14/2025	8/27/2025	9/10/2025	8/29/2025
19	8/28/2025	9/10/2025	9/24/2025	9/12/2025
20	9/11/2025	9/24/2025	10/8/2025	9/26/2025
21	9/25/2025	10/8/2025	10/22/2025	10/10/2025
22	10/9/2025	10/22/2025	11/5/2025	10/24/2025
23	10/23/2025	11/5/2025	11/19/2025	11/7/2025
24	11/6/2025	11/19/2025	12/3/2025	11/21/2025
25	11/20/2025	12/3/2025	12/17/2025	12/5/2025
26	12/4/2025	12/17/2025	12/29/2025	12/19/2025

**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 electronic time sheet to your supervisor for approval by the deadlines set in above schedule.

**Supervisors:** Please verify all hours for accuracy and approve electronic time sheets 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.**