



## 2025 Pay Schedule

Pay Period Start Date	Pay Period End Date	Payroll Changes Approved by Dir and VP Deadline 12:00 noon)*	Payroll Changes Approved by HR/COO Deadline (Thur 12:00 noon)*	Time Sign Off (Fri 12:00 noon)*	Payroll Process no later than	Pay Date	Payroll number
12/13/24	12/26/24	12/25/24	12/26/24	<b>12/27/24</b>	<b>01/01/25</b>	01/03/25	1
12/27/24	01/09/25	01/08/25	01/09/25	01/10/25	01/15/25	01/17/25	2
01/10/25	01/23/25	01/22/25	01/23/25	01/24/25	01/29/25	<b>01/31/25</b>	3
01/24/25	02/06/25	02/05/25	02/06/25	02/07/25	02/12/25	02/14/25	4
02/07/25	02/20/25	02/19/25	02/20/25	02/21/25	02/26/25	02/28/25	5
02/21/25	03/06/25	03/05/25	03/06/25	03/07/25	03/12/25	03/14/25	6
03/07/25	03/20/25	03/19/25	03/20/25	03/21/25	03/26/25	03/28/25	7
03/21/25	04/03/25	04/02/25	04/03/25	04/04/25	04/09/25	04/11/25	8
04/04/25	04/17/25	04/16/25	04/17/25	04/18/25	04/23/25	04/25/25	9
04/18/25	05/01/25	04/30/25	05/01/25	05/02/25	05/07/25	05/09/25	10
05/02/25	05/15/25	05/14/25	05/15/25	05/16/25	05/21/25	05/23/25	11
05/16/25	05/29/25	05/28/25	05/30/24	05/30/25	06/04/25	06/06/25	12
05/30/25	06/12/25	06/11/25	06/13/24	06/13/25	06/18/25	06/20/25	13
06/13/25	06/26/25	06/25/25	06/27/24	06/27/25	07/02/25	07/04/25	14
06/27/25	07/10/25	07/09/25	07/11/24	07/11/25	07/16/25	07/18/25	15
07/11/25	07/24/25	07/23/25	07/25/24	07/25/25	07/30/25	08/01/25	16
07/25/25	08/07/25	08/06/25	08/08/24	08/08/25	08/13/25	08/15/25	17
08/08/25	08/21/25	08/20/25	08/22/24	08/22/25	08/27/25	08/29/25	18
08/22/25	09/04/25	09/03/25	09/05/24	09/05/25	09/10/25	09/12/25	19
09/05/25	09/18/25	09/17/25	09/19/24	09/19/25	09/24/25	09/26/25	20
09/19/25	10/02/25	10/01/25	10/03/24	10/03/25	10/08/25	10/10/25	21
10/03/25	10/16/25	10/15/25	10/17/24	10/17/25	10/22/25	10/24/25	22
10/17/25	10/30/25	10/29/25	10/31/24	10/31/25	11/05/25	11/07/25	23
10/31/25	11/13/25	11/12/25	11/14/24	11/14/25	11/19/25	11/21/25	24
11/14/25	11/27/25	11/26/25	11/28/24	11/28/25	12/03/25	12/05/25	25
11/28/25	12/11/25	12/10/25	12/12/24	12/12/25	12/17/25	12/19/25	26
12/12/25	12/25/25	12/24/25	12/26/24	12/26/25	12/31/25	01/02/26	1

Review, lateral transfer, FT to PT or Pool, Pool to PT, PAF submission due dates have Wednesday at noon for 2nd week of each pay period.  
ANY PAFs submitted after the due dates MAY NOT be processed and finalized until the following pay period.

PAFs for moving from PT to FT MUST be submitted by noon on Tuesday before the effective Friday. The effective date must be the beginning of a pay period. If this deadline is not met, please complete for the following pay period.

\* Any exception must be approved by Principal Accountant (Angela Hicks)

ALL voluntary termination PAFs should be submitted with 48 hours of resignation being turned in.  
ONLY INVOLUNTARY terminations should be submitted after the deadlines. INVOLUNTARY Terminations will always be processed as quickly as possible.

Documentation for bonuses also due on the Friday at noon with timesheet approvals.

Direct deposit changes after 10 am on Tuesday of each pay week MAY NOT be effective that week.

\*\*\* Each of these payrolls will be submitted a day early due to bank holidays during the week. Therefore,  
All deadlines MUST be followed in order to submit payroll on time.