

2025

SALARY Timesheet/Pay Periods and Pay Dates
Full-time Semi-monthly

Classified & Administrative Faculty		Teaching Faculty		Pay Date	Paperwork/Change Deadline	Employee Time Entry Due 5:00 P.M.	Manager Time Approval Due 10:00 A.M.
Pay Period Begin Date	Pay Period End Date	Pay Period Begin Date	Pay Period End Date				
December 25	January 9	January 1	January 15	January 16	January 2	1/9/25	1/10/25
January 10	January 24	January 16	January 31	January 31	January 10	1/24/25	1/27/25
January 25	February 9	February 1	February 15	February 14	January 24	2/9/25	2/10/25
February 10	February 24	February 16	February 28	February 28	February 7	2/24/25	2/25/25
February 25	March 9	March 1	March 15	March 14	February 21	3/9/25	3/10/25
March 10	March 24	March 16	March 31	March 31	March 10	3/24/25	3/25/25
March 25	April 9	April 1	April 15	April 16	March 26	4/9/25	4/10/25
April 10	April 24	April 16	April 30	May 1	April 10	4/24/25	4/25/25
April 25	May 9	May 1	May 15	May 16	April 25	5/9/25	5/12/25
May 10	May 24	May 16	May 31	May 30	May 8	5/24/25	5/27/25
May 25	June 9	June 1	June 15	June 16	May 26	6/9/25	6/10/25
June 10	June 24	June 16	June 30	July 1	June 10	6/24/25	6/25/25
June 25	July 9	July 1	July 15	July 16	June 25	7/9/25	7/10/25
July 10	July 24	July 16	July 31	August 1	July 11	7/24/25	7/25/25
July 25	August 9	August 1	August 15	August 15	July 25	8/9/25	8/11/25
August 10	August 24	August 16	August 31	August 29	August 8	8/24/25	8/25/25
August 25	September 9	September 1	September 15	September 16	August 26	9/9/25	9/10/25
September 10	September 24	September 16	September 30	September 30	September 9	9/24/25	9/25/25
September 25	October 9	October 1	October 15	October 16	September 24	10/9/25	10/10/25
October 10	October 24	October 16	October 31	October 31	October 10	10/24/25	10/27/25
October 25	November 9	November 1	November 15	November 14	October 23	11/9/25	11/10/25
November 10	November 24	November 16	November 30	December 1	November 6	11/24/25	11/25/25
November 25	December 9	December 1	December 15	December 16	November 21	12/9/25	12/10/25
December 10	December 24	December 16	December 31	December 31	December 8	12/23/25 *	12/23/25 *

Classified non-exempt employees submit timesheets and leave requests. Classified exempt, Administrative Faculty, and Teaching Faculty only submit leave requests.

Employees should enter all hours (including leave requests) by 5:00 P.M. on the last day of the pay period.

Managers should approve all hours (including leave requests) by 10:00 A.M. on the next business day following the last day of the pay period.

*When leave is taken or holidays occur at the end of a pay period, all hours/leave requests should be entered no later than the last day worked

Any paperwork/changes effective on the associated pay period but received after the paperwork/change deadline will not be processed until the next payroll.

All dates are subject to revision