

2025 PAYROLL SCHEDULE JANUARY - JUNE

Revised 11/25/24

Please note the time entry deadlines are now hard deadlines. We will be running the payroll the next morning so anything entered the next day will not make the payroll run. This will include hires, transfers and other HR entries as well

Pay Period End Date	Dept Hire Deadline	HR/Payroll Entry Deadline	Departmental Changes Deadline	Departmental Time Entry and Approval Deadline		Final Payroll Run Date Entry Locked @ 8am	Pay Date	
12/29/24	BIW	12/13/24	12/13/24	12/13/24	12/30/24	* 5 pm	12/30/24	01/07/25
01/12/25	BIW	01/08/25	01/10/25	01/10/25	01/14/25	noon	01/15/25	01/21/25
01/31/25	MTH	01/16/25	01/16/25	01/21/25	01/15/25		01/24/25	01/31/25
01/26/25	BIW	01/22/25	01/24/25	01/24/25	01/28/25	noon	01/29/25	02/04/25
02/09/25	BIW	02/07/25	02/07/25	02/07/25	02/11/25	noon	02/12/25	02/18/25
02/28/25	MTH	02/14/25	02/18/25	02/18/25	02/14/25		02/21/25	02/28/25
02/23/25	BIW	02/19/25	02/21/25	02/21/25	02/25/25	noon	02/26/25	03/04/25
03/09/25	BIW	03/05/25	03/07/25	03/07/25	03/11/25	noon	03/12/25	03/18/25
03/31/25	MTH	03/17/25	03/19/25	03/19/25	03/14/25		03/24/25	03/31/25
03/23/25	BIW	03/19/25	03/21/25	03/21/25	03/25/25	noon	03/26/25	04/01/25
04/06/25	BIW	04/02/25	04/04/25	04/04/25	04/08/25	noon	04/09/25	04/15/25
04/20/25	BIW	04/15/25	04/17/25	04/17/25	04/22/25	noon	04/23/25	04/29/25
04/30/25	MTH	04/16/25	04/21/25	04/21/25	04/15/25		04/24/25	04/30/25
05/04/25	BIW	04/30/25	05/02/25	05/02/25	05/06/25	noon	05/07/25	05/13/25
05/18/25	BIW	05/14/25	05/16/25	05/16/25	05/20/25	noon	05/21/25	05/27/25
05/31/25	MTH	05/16/25	05/20/25	05/20/25	05/15/25		05/23/25	05/30/25
06/01/25	BIW	05/28/25	05/30/25	05/30/25	06/03/25	noon	06/04/25	06/10/25
06/15/25	BIW	06/11/25	06/13/25	06/13/25	06/17/25	noon	06/18/25	06/24/25
06/30/25	MTH	06/16/25	06/18/25	06/18/25	06/13/25		06/24/25	06/30/25
06/29/25	BIW	06/25/25	06/27/24	06/27/25	07/01/24	noon	07/02/24	07/08/24

* Time entry schedule changed due to holiday