

2025 PAYROLL SCHEDULE July - December

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		Departmental PIF Entry Deadline	HR/Payroll PIF Entry Deadline	Departmental Changes Deadline	Departmental Time Entry and Approval Deadline	Final Payroll Run Date Entry Locked @ 8am	Pay Date
06/29/25	BIW	06/23/25	06/25/25	06/27/25	06/30/25 5pm	07/02/25	07/08/25
07/13/25	BIW	07/07/25	07/09/25	7/9/205	07/14/25 5pm	07/16/25	07/22/25
07/31/25	MTH	07/11/25	07/15/25	07/15/25	07/15/25	07/24/25	07/31/25
07/27/25	BIW	07/21/25	07/23/25	07/23/25	07/28/25 5pm	07/30/25	08/05/25
08/10/25	BIW	08/04/25	08/06/25	08/06/25	08/11/25 5pm	08/13/25	08/19/25
08/31/25	MTH	08/13/25	08/15/25	08/15/25	08/15/25	08/21/25	08/29/25
08/24/25	BIW	08/18/25	08/20/25	08/20/25	08/25/25 5pm	08/27/25	09/02/25
09/07/25	BIW	08/29/25	09/03/25	09/03/25	09/08/25 5pm	09/10/25	09/16/25
09/30/25	MTH	09/11/25	09/15/25	09/15/25	09/15/25	09/19/25	09/30/25
09/21/25	BIW	09/15/25	09/17/25	09/17/25	09/22/25 5pm	09/24/25	09/30/25
10/05/25	BIW	09/29/25	10/01/25	10/01/25	10/06/25 5pm	10/08/25	10/14/25
10/19/25	BIW	10/13/25	10/15/25	10/15/25	10/20/25 5pm	10/22/25	10/28/25
10/31/25	MTH	10/13/25	10/15/25	10/15/25	10/15/25	10/24/25	10/31/25
11/02/25	BIW	10/27/25	10/29/25	10/29/25	11/03/25 5pm	11/05/25	11/10/25
11/16/25	BIW	11/10/25	11/12/25	11/12/25	11/17/25 5pm	11/19/25	11/25/25
11/30/25	MTH	11/12/25	11/14/25	11/14/25	11/14/25	11/20/25	11/26/25
11/30/25	BIW	11/24/25	11/26/25	11/26/25	12/01/25 5pm	12/03/25	12/09/25
12/31/25	MTH	12/04/25	12/08/25	12/08/25	12/08/25	12/12/25	12/19/25
12/14/25	BIW	12/08/25	12/10/25	12/10/25	12/15/25 5pm	12/16/25	12/19/25
12/28/25	BIW	12/17/25	12/19/25	12/19/25	12/29/25 5pm	12/31/25	01/06/26

(the run date is subject
to change so please
use deadlines)

*Time entry schedule changed due to holiday