

## 2025 Processing Calendar

*Subject to Change with Workday Implementation*

Pay No.	Employee Type	Pay Period	HR Transactions Due in HR 5:00 pm	Employee Timesheets Submitted for Approval by 6:00 pm	Supervisors Approval Due 10:00 am	Pay Date	Days in Pay Period	Off-Cycle Requests Due 10:00AM	Due to Mgr for approval - PR USE ONLY	Direct Deposit Effective Date
1	Hourly Salaried	Dec 16-Jan 9 Dec 25-Jan 9	December 12	January 9	January 10	January 16	12	17-Jan	19-Jan	23-Jan
2	All Students, Faculty & Staff	Jan 10-24	January 10	January 24	January 27	January 31	11	3-Feb	5-Feb	7-Feb
3	All Students, Faculty & Staff	Jan 25-Feb 9	January 27	February 9	February 10	February 14	10	17-Feb	19-Feb	21-Feb
4	All Students, Faculty & Staff	Feb 10-24	February 10	February 24	February 25	February 28	11	2-Mar	4-Mar	6-Mar
5	All Students, Faculty & Staff	Feb 25-Mar 9	February 25	March 9	March 10	March 14	09	17-Mar	19-Mar	21-Mar
6	All Students, Faculty & Staff	Mar 10-24	March 10	March 24	March 25	March 31	11	1-Apr	5-Apr	7-Apr
7	All Students, Faculty & Staff	Mar 25-Apr 9	March 25	April 9	April 10	April 16	12	17-Apr	19-Apr	23-Apr
8	All Students, Faculty & Staff	Apr 10-24	April 10	April 24	April 25	May 1	11	2-May	6-May	8-May
9	All Students, Faculty & Staff	Apr 25-May 9	April 25	May 9	May 12	May 16	11	19-May	21-May	23-May
10	All Students, Faculty & Staff	May 10-24	May 12	May 24	May 27	May 30	10	2-Jun	4-Jun	6-Jun
11	All Students, Faculty & Staff	May 25-Jun 9	May 27	June 9	June 10	June 16	11	Not available	Not available	Not available
12	All Students, Faculty & Staff	Jun 10-24	June 10	June 24	June 25	July 1	11	July 1	3-Jul	8-Jul
13	All Students, Faculty & Staff	Jun 25-Jul 9	June 25	July 9	July 10	July 16	11	17-Jul	19-Jul	23-Jul
14	All Students, Faculty & Staff	Jul 10-24	July 10	July 24	July 25	August 1	11	1-Aug	6-Aug	8-Aug
15	All Students, Faculty & Staff	Jul 25-Aug 9	July 25	August 9	August 11	August 15	11	18-Aug	20-Aug	22-Aug
16	All Students, Faculty & Staff	Aug 10-24	August 11	August 24	August 25	August 29	10	2-Sep	3-Sep	5-Sep
17	All Students, Faculty & Staff	Aug 25-Sept 9	August 25	September 9	September 10	September 16	12	17-Sep	19-Sep	23-Sep
18	All Students, Faculty & Staff	Sept 10-24	September 10	September 24	September 25	September 30	11	1-Oct	3-Oct	7-Oct
19	All Students, Faculty & Staff	Sept 25-Oct 9	September 25	October 9	October 10	October 16	11	17-Oct	21-Oct	23-Oct
20	All Students, Faculty & Staff	Oct 10-24	October 10	October 24	October 27	October 31	11	3-Nov	5-Nov	7-Nov
21	All Students, Faculty & Staff	Oct 25-Nov 9	October 27	November 9	November 10	November 14	10	Not available	Not available	Not available
22	All Students, Faculty & Staff	Nov 10-24	November 10	November 18	November 19	December 1	11	2-Dec	4-Dec	8-Dec
23	All Students, Faculty & Staff	Nov 25-Dec 9	November 14 *	December 9	December 10	December 16	11	Not available	Not available	Not available
24	All Students, Faculty & Staff	Dec 10-24	November 14*	December 16	December 17	December 31	11	Not available	Not available	Not available

\* due to compressed processing schedule, actions effective for Pays 23 and 24 should be submitted as early as possible and no later than November 15<sup>th</sup>.