

# 2025 Payroll and Workday Approval Deadline Calendar (Tabular)

Pay Period	Payroll Calculation Window	Additional Pay Request Deadline (1pm) and Campus Approval Deadline (5pm)	Timesheet Approval and Costing Allocation Deadlines (9pm)	Payday	Pay Period Hours
<b>Dec 16-31, 2024</b>	Dec 25, 2024 – Jan 6, 2025	Dec 31 2024	Jan 6, 2025	<b>Jan 10, 2025</b>	96
<b>Jan 1-15</b>	Jan 11 - 17	Jan 15	Jan 17	<b>Jan 24</b>	88
<b>Jan 16-31</b>	Jan 25 – Feb 4	Jan 31	Feb 4	<b>Feb 10</b>	96
<b>Feb 1-15</b>	Feb 11 -19	Feb 15	Feb 19	<b>Feb 25</b>	80
<b>Feb 16-28</b>	Feb 26 – Mar 4	Feb 28	Mar 4	<b>Mar 10</b>	80
<b>Mar 1-15</b>	Mar 11-19	Mar 15	Mar 19	<b>Mar 25</b>	80
<b>Mar 16-31</b>	Mar 26 – Apr 4	Mar 31	Apr 4	<b>Apr 10</b>	88
<b>Apr 1-15</b>	Apr 11-21	Apr 15	Apr 21	<b>Apr 25</b>	88
<b>Apr 16-30</b>	Apr 26 – May 5	Apr 30	May 5	<b>May 9</b>	88
<b>May 1-15</b>	May 10 - 19	May 15	May 19	<b>May 23</b>	88
<b>May 16-31</b>	May 24 – June 4	May 31	June 4	<b>June 10</b>	88
<b>June 1-15</b>	June 11-18	June 15	June 18	<b>June 25</b>	80
<b>June 16-30</b>	June 26 – July 3	June 30	July 3	<b>July 10</b>	88
<b>July 1-15</b>	July 11-21	July 15	July 21	<b>July 25</b>	88
<b>July 16-31</b>	July 26 – Aug 5	July 31	Aug 5	<b>Aug 11</b>	96
<b>Aug 1-15</b>	Aug 12 - 19	Aug 15	Aug 19	<b>Aug 25</b>	88
<b>Aug 16-31</b>	Aug 26 – Sept 4	Aug 31	Sept 4	<b>Sept 10</b>	80
<b>Sept 1-15</b>	Sept 11-19	Sept 15	Sept 19	<b>Sept 25</b>	88
<b>Sept 16-30</b>	Sept 26 – Oct 6	Sept 30	Oct 6	<b>Oct 10</b>	88
<b>Oct 1-15</b>	Oct 11-20	Oct 15	Oct 20	<b>Oct 24</b>	88
<b>Oct 16-31</b>	Oct 25 – Nov 4	Oct 31	Nov 4	<b>Nov 10</b>	96
<b>Nov 1-15</b>	Nov 11 - 19	Nov 15	Nov 19	<b>Nov 25</b>	80
<b>Nov 16-30</b>	Nov 26 – Dec 4	Nov 30	Dec 4	<b>Dec 10</b>	80
<b>Dec 1-15</b>	Dec 11-18	Dec 15	Dec 18	<b>Dec 24</b>	88
<b>Dec 16-31, 2025</b>	Dec 25, 2025 – Jan 5, 2026	Dec 31	Jan 5, 2026	<b>Jan 9, 2026</b>	96

