

# Payroll Schedule 2025

PR#	Pay ID	PP Hours	Take & Ent	Pay Period	Deadline for <b>Guaranteed</b> Submission of Manager Self Service Transactions, ADJ/STU Uploads & TEMP Hires <b>10 AM</b>	Manager/ Supervisor Time/Leave approval deadline is <b>10 AM</b>	Pay Day
1	2501A	88	1/1	01/01 - 01/15	01/13	01/16	01/24
2	2501B	96	2	01/16 - 01/31	01/29	02/03	02/10
3	2502A	80	3/3	02/01 - 02/15	01/12	02/18	02/25
4	2502B	80	4	02/16 - 02/28	02/26	03/03	03/10
5	2503A	80	5/5	03/01 - 03/15	03/12	03/17	03/25
6	2503B	88	6	03/16 - 03/31	03/27	04/01	04/10
7	2504A	88	7/7	04/01 - 04/15	04/11	04/16	04/25
8	2504B	88	8	04/16 - 04/30	04/28	05/01	05/09
9	2505A	88	9/9	05/01 - 05/15	05/13	05/16	05/23
10	2505B	88	10	05/16 - 05/31	05/28	06/02	06/10
11	2506A	80	11/11	06/01 - 06/15	06/11	06/16	06/25
12	2506B	88	12	06/16 - 06/30	06/26	07/01	07/10
13	2507A	88	13/13	07/01 - 07/15	07/11	07/16	07/25
14	2507B	96	14	07/16 - 07/31	07/29	08/01	08/11
15	2508A	88	15/15	08/01 - 08/15	08/13	08/18	08/25
16	2508B	80	16	08/16 - 08/31	08/27	09/02	09/10
17	2509A	88	17/17	09/01 - 09/15	09/11	09/16	09/25
18	2509B	88	18	09/16 - 09/30	09/26	10/01	10/10
19	2510A	88	19/19	10/01 - 10/15	10/13	10/16	10/24
20	2510B	96	20	10/16 - 10/31	10/29	11/03	11/10
21	2511A	80	21/21	11/01 - 11/15	11/12	11/17	11/25
22	2511B	80	22	11/16 - 11/30	11/24	12/01	12/10
23	2512A	88	23/23	12/01 - 12/15	12/11	12/16	12/24
24	2512B	96	24	12/16 - 12/31	12/29	01/02	01/09

\* Short payroll  
deadline

Updated: 5/2025