



2025 Timekeeping and Payroll Processing Schedule

Pay period for online entry	PAF received by HR	Time file closes at 10AM for payroll processing	Payroll finalizes	Pay Date
Dec 25 - Jan 9	29-Dec-24	10-Jan	13-Jan	16-Jan
Jan 10 - Jan 24	16-Jan	27-Jan	28-Jan	31-Jan
Jan 25 - Feb 9	31-Jan	10-Feb	11-Feb	14-Feb
Feb 10 - Feb 24	14-Feb	24-Feb*	25-Feb	28-Feb
Feb 25 - Mar 9	28-Feb	10-Mar	11-Mar	14-Mar
Mar 10 - Mar 24	14-Mar	25-Mar	26-Mar	31-Mar
Mar 25 - Apr 9	31-Mar	10-Apr	11-Apr	16-Apr
Apr 10 - Apr 24	16-Apr	25-Apr	28-Apr	1-May
Apr 25 - May 9	1-May	12-May	13-May	16-May
May 10 - May 24	16-May	23-May*	27-May	30-May
May 25 - Jun 9	30-May	10-Jun	11-Jun	16-Jun
Jun 10 - Jun 24	16-Jun	25-Jun	26-Jun	1-Jul
Jun 25 - Jul 9	1-Jul	10-Jul	11-Jul	16-Jul
Jul 10 - Jul 24	16-Jul	28-Jul	29-Jul	1-Aug
Jul 25 - Aug 9	1-Aug	11-Aug	12-Aug	15-Aug
Aug 10 - Aug 24	15-Aug	25-Aug	26-Aug	29-Aug
Aug 25 - Sep 9	29-Aug	10-Sep	11-Sep	16-Sep
Sep 10 - Sep 24	16-Sep	24-Sep*	25-Sep	30-Sep
Sep 25 - Oct 9	30-Sep	10-Oct	13-Oct	16-Oct
Oct 10 - Oct 24	16-Oct	27-Oct	28-Oct	31-Oct
Oct 25 - Nov 9	31-Oct	10-Nov	11-Nov	14-Nov
Nov 10 - Nov 24	14-Nov	24-Nov*	25-Nov	1-Dec
Nov 25 - Dec 9	1-Dec	10-Dec	11-Dec	16-Dec
Dec 10 - Dec 24	10-Dec	22-Dec*	23-Dec	31-Dec

*** Files close early; files close at 10AM. Hours worked past the cutoff date will be reflected in the next payroll.**