

## BIWEEKLY PAYROLL SCHEDULE FY25

YEAR	PAYROLL NUMBER	PAYROLL PERIOD		PAY DATE	Submit Timesheet by 11:59 to Payroll Office	Optional Deduction Schedule, Insurance, Dues, etc.
		BEG DATE	END DATE			
2024	14	06-17-24	06-30-24	07-12-24	07-02-24	First 1/2 of July
2024	15	07-01-24	07-14-24	07-26-24	07-16-24	Second 1/2 of July
2024	16	07-15-24	07-28-24	8-9-24	07-30-24	First 1/2 of Aug
2024	17	07-29-24	8-11-24	08-23-24	8-13-24	Second 1/2 of Aug
2024	18	8-12-24	08-25-24	9-6-24	08-27-24	First 1/2 of Sept
2024	19	08-26-24	9-8-24	9-20-24	9-10-24	Second 1/2 of Sept
2024	20	9-9-24	09-22-24	10-4-24	09-24-24	First 1/2 of Oct
2024	21	09-23-24	10-6-24	10-18-24	10-8-24	Second 1/2 of Oct
2024	22	10-7-24	10-20-24	11-01-24	10-22-24	First 1/2 of Nov
2024	23	10-21-24	11-03-24	11-15-24	11-05-24	Second 1/2 of Nov
2024	24	11-04-24	11-17-24	11-29-24	11-19-24	No Opt Deduct
2024	25	11-18-24	12-01-24	12-13-24	12-03-24	First 1/2 of Dec
2024	26*	12-02-24	12-15-24	12-27-24	12-17-24	Second 1/2 of Dec
2025	1	12-16-24	12-29-24	01-10-25	12-31-24	First 1/2 of Jan
2025	2	12-30-24	01-12-25	01-24-25	01-14-25	Second 1/2 of Jan
2025	3	01-13-25	01-26-25	02-07-25	01-28-25	First 1/2 of Feb
2025	4	01-27-25	02-09-25	02-21-25	02-11-25	Second 1/2 of Feb
2025	5	02-10-25	02-23-25	03-07-25	02-25-25	First 1/2 of Mar

2025	6	02-24-25	03-09-25	03-21-25	03-11-25	Second 1/2 of Mar
2025	7	03-10-25	03-23-25	04-04-25	03-25-25	First 1/2 of Apr
2025	8	03-24-25	04-06-25	04-18-25	04-08-25	Second 1/2 of Apr
2025	9	04-07-25	04-20-25	05-02-25	04-22-25	First 1/2 May
2025	10	04-21-25	05-04-25	05-16-25	05-06-25	Second 1/2 May
2025	11	05-05-25	05-18-25	05-30-25	05-20-25	No Opt Deduct
2025	12	05-19-25	06-01-25	06-13-25	06-03-25	First 1/2 of June
2025	13	06-02-25	06-15-25	06-27-25	06-17-25	Second 1/2 June
2025	14	06-16-25	06-29-25	07-11-25	07-01-25	First 1/2 July
2025	15**	06-30-25	07-13-25	07-25-25	07-15-25	Second 1/2 July

Note \*Denotes the last pay period in the 2024 tax year

\*\*Denotes the fiscal year end 2025 cut-off.

**APPROVED UNIVERSITY HOLIDAYS FOR FY25 ARE:**

Thursday	July 4, 2024	Independence Day	
Monday	September 2, 2024	Labor Day	
Thurs & Fri	Nov 28 & 29, 2024	Thanksgiving Holidays	
Tues & Wed	Dec 24 & 25, 2024	Christmas Holidays	
Tues & Wed	Dec 31, 2024 & Jan 1, 2025	New Year Holidays	
Monday	January 20, 2025	Martin L. King Birthday	
Friday	February 14, 2025	Lincoln's Birthday	

Monday	May 26, 2025	Memorial Day	
Thursday	June 19, 2025	Juneteenth	

**FY25 MONTHLY PAYROLL SCHEDULE**

YEAR	PAYROLL NUMBER	PAYROLL PERIOD		PAY DATE	Submit Leave Report by 11:59 to Payroll Office	
		BEG DATE	END DATE			
2024	8	07-01-24	07-31-24	07-31-24	08-12-24	
2024	9	08-01-24	08-31-24	08-30-24	09-10-24	
2024	10	09-01-24	09-30-24	09-30-24	10-10-24	
2024	11	10-01-24	10-31-24	10-31-24	11-11-24	
2024	12	11-01-24	*11-30-24	11-29-24	12-10-24	
2025	1	12-01-24	**12-31-24	01-02-25	01-10-25	
2025	2	01-01-25	01-31-25	01-31-25	02-10-25	
2025	3	02-01-25	02-28-25	02-28-25	03-10-25	
2025	4	03-01-25	03-31-25	03-31-25	04-10-25	
2025	5	04-01-25	04-30-25	04-30-25	05-10-25	
2025	6	05-01-25	05-31-25	05-30-25	06-12-25	
2025	7	06-01-25	06-30-25	06-30-25	07-10-25	
Note:	*Last period in 2024 tax year					
	**December is paid in January 2025					