

Payroll Schedule - 2025

Pay #	Pay Period Beginning	Pay Period Ending	Timesheet Due	Disbursement Date
1	12/14/24	12/27/24	12/27/24	01/08/25
2	12/28/24	01/10/25	01/10/25	01/22/25
3	01/11/25	01/24/25	01/24/25	02/05/25
4	01/25/25	02/07/25	02/07/25	02/19/25
5	02/08/25	02/21/25	02/21/25	03/05/25
6	02/22/25	03/07/25	03/07/25	03/19/25
7	03/08/25	03/21/25	03/21/25	04/02/25
8	03/22/25	04/04/25	04/04/25	04/16/25
9	04/05/25	04/18/25	04/18/25	04/30/25
10	04/19/25	05/02/25	05/02/25	05/14/25
11	05/03/25	05/16/25	05/16/25	05/28/25
12	05/17/25	05/30/25	05/30/25	06/11/25
13	05/31/25	06/13/25	06/13/25	06/25/25
14	06/14/25	06/27/25	06/27/25	07/09/25
15	06/28/25	07/11/25	07/11/25	07/23/25
16	07/12/25	07/25/25	07/25/25	08/06/25
17	07/26/25	08/08/25	08/08/25	08/20/25
18	08/09/25	08/22/25	08/22/25	09/03/25
19	08/23/25	09/05/25	09/05/25	09/17/25
20	09/06/25	09/19/25	09/19/25	10/01/25
21	09/20/25	10/03/25	10/03/25	10/15/25
22	10/04/25	10/17/25	10/17/25	10/29/25
23	10/18/25	10/31/25	10/31/25	11/12/25
24	11/01/25	11/14/25	11/14/25	11/26/25
25	11/15/25	11/28/25	11/28/25	12/10/25
26	11/29/25	12/12/25	12/12/25	12/24/25

Timesheet deadlines:

Employees should have their electronic timesheets submitted in MYINFO **by 11 pm on the Friday following payday.**

Approvers of electronic timesheets should have all timesheets approved in MYINFO **by 11 pm on the Monday following payday.**

All paper timesheets should be turned in to the Payroll Office **no later than noon on the Monday following payday.**

All Employee pay forms (EPAF's or DocuSign forms) and other payroll related documents should be approved and to the Payroll Office as soon as possible, but **no later than noon on the Monday following payday.**

Pay Schedule for Contract Faculty:

20 Pay Plan: First payroll disbursed 9/4/2024 and last payroll disbursed 5/28/2025

26 Pay Plan: First payroll disbursed 9/4/2024 and last payroll disbursed 8/20/2025

Pay Schedule for Part-time Faculty and Graduate Assistants:

Fall Semester: First payroll disbursed 9/18/2024 and last payroll disbursed 12/24/2024

Spring Semester: First payroll disbursed 2/5/2025 and last payroll disbursed 5/28/2025