

# Biweekly Payroll Calendar

All employees should add their timecards to Oracle daily  
 Timesheets for previous week are to be submitted each Monday  
 Managers are responsible for approval of all timesheets every Tuesday by noon  
**Dates are subject to change**

Payroll Number (Payroll Use Only)	Pay Period Dates	Pay Date
1	12/09/2024 – 12/22/2024	01/03/2025
2	12/23/2024 – 01/05/2025	01/17/2025
3	01/06/2025 – 01/19/2025	01/31/2025
4	01/20/2025 – 02/02/2025	02/14/2025
5	02/03/2025 – 02/16/2025	02/28/2025
6	02/17/2025 – 03/02/2025	03/14/2025
7	03/03/2025 – 03/16/2025	03/28/2025
8	03/17/2025 – 03/30/2025	04/11/2025
9	03/31/2025 – 04/13/2025	04/25/2025
10	04/14/2025 – 04/27/2025	05/09/2025
11	04/28/2025 – 05/11/2025	05/23/2025
12	05/12/2025 – 05/25/2025	06/06/2025
13	05/26/2025 – 06/08/2025	06/20/2025**
14	06/09/2025 – 06/22/2025	<b>Thursday</b> 07/03/2025
15	06/23/2025 – 07/06/2025	07/18/2025
16	07/07/2025 – 07/20/2025	08/01/2025
17	07/21/2025 – 08/03/2025	08/15/2025
18	08/04/2025 – 08/17/2025	08/29/2025
19	08/18/2025 – 08/31/2025	09/12/2025
20	09/01/2025 – 09/14/2025	09/26/2025
21	09/15/2025 – 09/28/2025	10/10/2025
22	09/29/2025 – 10/12/2025	10/24/2025
23	10/13/2025 – 10/26/2025	11/07/2025
24	10/27/2025 – 11/09/2025	11/21/2025
25	11/10/2025 – 11/23/2025	12/05/2025
26	11/24/2025 – 12/07/2025	12/19/2025

\*\* = Please note to have direct deposit set up on these pay dates due to college closures, paper checks will be available on the next business day

Managers should be mindful of pay period dates when requesting pay changes, stipends, etc.