

Monthly Payroll Calendar

Nonexempt 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	01/01/2025 – 01/31/2025	01/31/2025
2	02/01/2025 – 02/28/2025	02/28/2025
3	03/01/2025 – 03/31/2025	03/31/2025
4	04/01/2025 – 04/30/2025	04/30/2025
5	05/01/2025 – 05/31/2025	05/30/2025
6	06/01/2025 – 06/30/2025	06/30/2025
7	07/01/2025 – 07/31/2025	07/31/2025
8	08/01/2025 – 08/31/2025	08/29/2025
9	09/01/2025 – 09/30/2025	09/30/2025
10	10/01/2025 – 10/31/2025	10/31/2025
11	11/01/2025 – 11/30/2025	11/28/2025**
12	12/01/2025 – 12/31/2025	12/31/2025**

** = 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.