

2025

Wage, Work Study, & Adjunct Timesheet/Pay Periods and Pay Dates

Part-time Bi-weekly

				Wage Timesheet Deadlines	
Pay Period Begin Date	Pay Period End Date	Pay Date	Paperwork/Change Deadline	Employee Time Entry Due by 5:00 P.M.	Manager Time Approval Due by 10:00 A.M.
December 13	December 26	January 10	December 17	12/23/24*	12/23/24*
December 27	January 9	January 24	January 6	1/9/25	1/10/25
January 10	January 23	February 7	January 20	1/23/25	1/24/25
January 24	February 6	February 21	February 3	2/6/25	2/7/25
February 7	February 20	March 7	February 17	2/20/25	2/21/25
February 21	March 6	March 21	March 3	3/6/25	3/7/25
March 7	March 20	April 4	March 17	3/20/25	3/21/25
March 21	April 3	April 18	March 31	4/3/25	4/4/25
April 4	April 17	May 2	April 14	4/17/25	4/18/25
April 18	May 1	May 16	April 28	5/1/25	5/2/25
May 2	May 15	May 30	May 12	5/15/25	5/16/25
May 16	May 29	June 13	May 26	5/29/25	5/30/25
May 30	June 12	June 27	June 9	6/12/25	6/13/25
June 13	June 26	July 11	June 23	6/26/25	6/27/25
June 27	July 10	July 25	July 7	7/10/25	7/11/25
July 11	July 24	August 8	July 21	7/24/25	7/25/25
July 25	August 7	August 22	August 4	8/7/25	8/8/25
August 8	August 21	September 5	August 18	8/21/25	8/22/25
August 22	September 4	September 19	September 1	9/4/25	9/5/25
September 5	September 18	October 3	September 15	9/18/25	9/19/25
September 19	October 2	October 17	September 29	10/2/25	10/3/25
October 3	October 16	October 31	October 13	10/16/25	10/17/25
October 17	October 30	November 14	October 27	10/30/25	10/31/25
October 31	November 13	November 28	November 10	11/13/25	11/14/25
November 14	November 27	December 12	November 20	11/25/25*	11/26/25*
November 28	December 11	December 26	December 8	12/11/25	12/12/25

Wage/ Work study

Employees should enter all hours by 5:00 P.M. on the last day of the pay period.

\*When time off is taken, an employee is not scheduled to work, or holidays occur at the end of a pay period, all hours should be entered no later than the last day worked

Managers should approve all hours by 10:00 A.M. on the next business day following the last day of the pay period.

Payment will be delayed on any hours reported and/or approved after the deadlines.

Adjunct

Adjunct contracts are split evenly over the applicable pay periods based on the start and end dates of the contract. Also, the date a completed contract is received in the payroll office will affect the date payments can start.

All Part-time

Any paperwork/changes effective on the associated pay period but received after the paperwork/change deadline will not be processed until the next payroll including contracts.

All dates are subject to revision