

### 2025 Biweekly Payroll Deadlines

| Check #    | Pay Date | Pay Period Begin | Pay Period End | Employee Changes Info to HR | Employee Web Time Entry Completed by Noon<br>Supervisor Approval by 4pm |
|------------|----------|------------------|----------------|-----------------------------|---|
| 1          | 01/10/25 | 12/23/24         | 01/05/25       | 1/2/2025                    | 01/06/25  |
| 2          | 01/24/25 | 01/06/25         | 01/19/25       | 1/2/2025                    | 01/20/25  |
| 3          | 02/07/25 | 01/20/25         | 02/02/25       | 1/13/2025                   | 02/03/25  |
| 4          | 02/21/25 | 02/03/25         | 02/16/25       | 1/27/2025                   | 02/17/25  |
| 5          | 03/07/25 | 02/17/25         | 03/02/25       | 2/10/2025                   | 03/03/25  |
| 6          | 03/21/25 | 03/03/25         | 03/16/25       | 2/24/2025                   | 03/17/25  |
| 7          | 04/04/25 | 03/17/25         | 03/30/25       | 3/10/2025                   | 03/31/25  |
| 8          | 04/18/25 | 03/31/25         | 04/13/25       | 3/24/2025                   | 04/14/25  |
| 9          | 05/02/25 | 04/14/25         | 04/27/25       | 4/7/2025                    | 04/28/25  |
| 10         | 05/16/25 | 04/28/25         | 05/11/25       | 4/21/2025                   | 05/12/25  |
| *** 11 *** | 05/30/25 | 05/12/25         | 05/25/25       | 5/5/2025                    | *** 05/23/25 *** Early deadline to accommodate Memorial Day Holiday     |
| 12         | 06/13/25 | 05/26/25         | 06/08/25       | 5/19/2025                   | 06/09/25  |
| 13         | 06/27/25 | 06/09/25         | 06/22/25       | 6/2/2025                    | 06/23/25  |
| 14         | 07/11/25 | 06/23/25         | 07/06/25       | 6/16/2025                   | 07/07/25  |
| 15         | 07/25/25 | 07/07/25         | 07/20/25       | 6/30/2025                   | 07/21/25  |
| 16         | 08/08/25 | 07/21/25         | 08/03/25       | 7/14/2025                   | 08/04/25  |
| 17         | 08/22/25 | 08/04/25         | 08/17/25       | 7/28/2025                   | 08/18/25  |
| *** 18 *** | 09/05/25 | 08/18/25         | 08/31/25       | 8/11/2025                   | *** 08/29/25 *** Early deadline to accommodate Labor Day Holiday        |
| 19         | 09/19/25 | 09/01/25         | 09/14/25       | 8/25/2025                   | 09/15/25  |
| 20         | 10/03/25 | 09/15/25         | 09/28/25       | 9/8/2025                    | 09/29/25  |
| 21         | 10/17/25 | 09/29/25         | 10/12/25       | 9/22/2025                   | 10/13/25  |
| 22         | 10/31/25 | 10/13/25         | 10/26/25       | 10/6/2025                   | 10/27/25  |
| 23         | 11/14/25 | 10/27/25         | 11/09/25       | 10/20/2025                  | 11/10/25  |
| *** 24 *** | 11/26/25 | 11/10/25         | 11/23/25       | 11/3/2025                   | ***11/20/25*** Early deadline & pay date for the Thanksgiving Holiday   |
| *** 25 *** | 12/12/25 | 11/24/25         | 12/07/25       | 11/17/2025                  | *** To Be Determined *** Early Deadline ***                             |
| *** 26 *** | TBD      | 12/08/25         | 12/21/25       | 12/1/2025                   | *** To Be Determined *** Early Deadline ***                             |

*Dates may be subject to change due to unforeseen circumstances*