

2025 Full-time Pay Periods and Approval Deadlines		
Pay Period Start	Pay Period End	Timesheet submittal no later than 9am for Employees* and approved by 10am for Supervisors
12/25/24	01/09/25	01/10/25
01/10/25	01/24/25	01/27/25
01/25/25	02/09/25	02/10/25
02/10/25	02/24/25	02/25/25
02/25/25	03/09/25	03/10/25
03/10/25	03/24/25	03/25/25
03/25/25	04/09/25	04/10/25
04/10/25	04/24/25	04/25/25
04/25/25	05/09/25	05/12/25
05/10/25	05/24/25	05/26/25
05/25/25	06/09/25	06/10/25
06/10/25	06/24/25	06/25/25
06/25/25	07/09/25	07/10/25
07/10/25	07/24/25	07/25/25
07/25/25	08/09/25	08/11/25
08/10/25	08/24/25	08/25/25
08/25/25	09/09/25	09/10/25
09/10/25	09/24/25	09/25/25
09/25/25	10/09/25	10/10/25
10/10/25	10/24/25	10/27/25
10/25/25	11/09/25	11/10/25
11/10/25	11/24/25	11/25/25
11/25/25	12/09/25	12/10/25
12/10/25	12/24/25	12/25/25

80 Hour Schedule Period for Exempt Employees (2 Week Work Period, Monday-Sunday)	
12/30/24-1/12/25	7/14/25-7/27/25
1/13/25-1/26/25	7/28/25-8/10/25
1/27/25-2/09/25	8/11/25-8/24/25
2/10/25-2/23/25	8/25/25-9/07/25
2/24/25-3/09/25	9/08/25-9/21/25
3/10/25-3/23/25	9/22/25-10/05/25
3/24/25-4/06/25	10/06/25-10/19/25
4/07/25-4/20/25	10/20/25-11/02/25
4/21/25-5/04/25	11/03/25-11/16/25
5/05/25-5/18/25	11/17/25-11/30/25
5/19/25-6/01/25	12/01/25-12/14/25
6/02/25-6/15/25	12/15/25-12/28/25
6/16/25-6/29/25	12/29/25-1/11/26
6/30/25-7/13/25	

Semi-monthly pay periods end the 9th and 24th of each month.

MyTime timesheets for semi-monthly employees (non-wage and non-student) must be completed and fully approved by no later than **10am** the day after the pay period's close. If the approval deadline falls on a weekend, approval is due on Monday.

*Employees are encouraged to submit the timesheet prior to the deadline if they have finished working for the pay period.