

2025

Biweekly Pay Period Schedules and Deadlines

Wage and Student Employees

Pay Period Start	Pay Period End		Pay Date
	Employee timesheet submit deadline	Supervisor timesheet approval deadline	
12/16/24	12/29/24	12/30/24 10:00:00 AM	01/10/25
12/30/24	01/12/25	01/13/25 10:00:00 AM	01/24/25
01/13/25	01/26/25	01/27/25 10:00:00 AM	02/07/25
01/27/25	02/09/25	02/10/25 10:00:00 AM	02/21/25
02/10/25	02/23/25	02/24/25 10:00:00 AM	03/07/25
02/24/25	03/09/25	03/10/25 10:00:00 AM	03/21/25
03/10/25	03/23/25	03/24/25 10:00:00 AM	04/04/25
03/24/25	04/06/25	04/07/25 10:00:00 AM	04/18/25
04/07/25	04/20/25	04/21/25 10:00:00 AM	05/02/25
04/21/25	05/04/25	05/05/25 10:00:00 AM	05/16/25
05/05/25	05/18/25	05/19/25 10:00:00 AM	05/30/25
05/19/25	06/01/25	06/02/25 10:00:00 AM	06/13/25
06/02/25	06/15/25	06/16/25 10:00:00 AM	06/27/25
06/16/25	06/29/25	06/30/25 10:00:00 AM	07/11/25
06/30/25	07/13/25	07/14/25 10:00:00 AM	07/25/25
07/14/25	07/27/25	07/28/25 10:00:00 AM	08/08/25
07/28/25	08/10/25	08/11/25 10:00:00 AM	08/22/25
08/11/25	08/24/25	08/25/25 10:00:00 AM	09/05/25
08/25/25	09/07/25	09/08/25 10:00:00 AM	09/19/25
09/08/25	09/21/25	09/22/25 10:00:00 AM	10/03/25
09/22/25	10/05/25	10/06/25 10:00:00 AM	10/17/25
10/06/25	10/19/25	10/20/25 10:00:00 AM	10/31/25
10/20/25	11/02/25	11/03/25 10:00:00 AM	11/14/25
11/03/25	11/16/25	11/17/25 10:00:00 AM	11/28/25
11/17/25	11/30/25	12/01/25 10:00:00 AM	12/12/25
12/01/25	12/14/25	12/15/25 10:00:00 AM	12/26/25

NOTE: The above schedule is subject to change.

MyTime timesheets for biweekly employees (wage, students & PD adjuncts) must be submitted by employees on the last day you work in the pay period, at the end of your shift. Timesheets must be approved by supervisors no later than **10:00 a.m.** the day after the pay period's close.