

Hourly & Adjunct Employee Payroll Schedule

Deadline to HR for All Hourly Transactions	Deadline to Request Manual Checks	Hourly Paylines Open	Employee Deadline to enter time	Manager Deadline to approve time 2:00pm	Payroll Transmittal	Paydate	Pay Period #
Thursday, November 21, 2024	Friday, December 6, 2024	Thursday, January 2, 2025	Thursday, December 19, 2024	Friday, December 20, 2024	Tuesday, January 7, 2025	Friday, January 10, 2025	1
Wednesday, December 18, 2024	Friday, January 24, 2025	Wednesday, January 29, 2025	Thursday, January 30, 2025	Friday, January 31, 2025	Wednesday, February 5, 2025	Monday, February 10, 2025	2
Wednesday, January 22, 2025	Friday, February 21, 2025	Wednesday, February 26, 2025	Thursday, February 27, 2025	Friday, February 28, 2025	Wednesday, March 5, 2025	Monday, March 10, 2025	3
Tuesday, February 25, 2025	Friday, March 21, 2025	Thursday, March 27, 2025	Thursday, March 27, 2025	Friday, March 28, 2025	Monday, April 7, 2025	Thursday, April 10, 2025	4
Wednesday, March 26, 2025	Friday, April 18, 2025	Tuesday, April 29, 2025	Tuesday, April 29, 2025	Wednesday, April 30, 2025	Tuesday, May 6, 2025	Friday, May 9, 2025	5
Friday, April 25, 2025	Friday, May 16, 2025	Thursday, May 29, 2025	Thursday, May 29, 2025	Friday, May 30, 2025	Thursday, June 5, 2025	Tuesday, June 10, 2025	6
Friday, May 23, 2025	Friday, June 20, 2025	Monday, June 30, 2025	Friday, June 27, 2025	Monday, June 30, 2025	Monday, July 7, 2025	Thursday, July 10, 2025	7
Wednesday, June 25, 2025	Friday, July 18, 2025	Tuesday, July 29, 2025	Wednesday, July 30, 2025	Thursday, July 31, 2025	Tuesday, August 5, 2025	Friday, August 8, 2025	8
Friday, July 25, 2025	Friday, August 22, 2025	Friday, August 29, 2025	Thursday, August 28, 2025	Friday, August 29, 2025	Friday, September 5, 2025	Wednesday, September 10, 2025	9
Wednesday, August 27, 2025	Friday, September 19, 2025	Tuesday, September 30, 2025	Monday, September 29, 2025	Tuesday, September 30, 2025	Tuesday, October 7, 2025	Friday, October 10, 2025	10
Wednesday, September 24, 2025	Friday, October 24, 2025	Wednesday, October 29, 2025	Thursday, October 30, 2025	Friday, October 31, 2025	Wednesday, November 5, 2025	Monday, November 10, 2025	11
Monday, October 27, 2025	Friday, November 14, 2025	Wednesday, November 26, 2025	Thursday, November 20, 2025	Friday, November 21, 2025	Friday, December 5, 2025	Wednesday, December 10, 2025	12
Friday, November 21, 2025	Friday, December 5, 2025	Friday, January 2, 2026	Thursday, December 18, 2025	Friday, December 19, 2025	Tuesday, January 6, 2026	Friday, January 9, 2026	13