

January 2025

Monday		Tuesday		Wednesday		Thursday		Friday	
				1	Winter Break	2	Winter Break DECLARED HOLIDAY	3	Winter Break DECLARED HOLIDAY ----- Employees Submit Timesheets and Leave Reports
6	10:00 am Approve Timesheets and Leave Reports	7		8		9		10	** PAY DAY **
13	9:00 am Personnel Action Forms Due in Human Resources Pay Period 2 (1/5/2025 to 1/18/2025)	14		15		16	Employees Submit Timesheets and Leave Reports	17	10:00 am Approve Timesheets and Leave Reports (EARLY PROCESSING)
20	Martin Luther King, Jr. Day HOLIDAY	21		22		23		24	** PAY DAY **
27		28	9:00 am Personnel Action Forms Due in Human Resources Pay Period 3 (1/19/2025 to 2/1/2025)	29		30		31	Employees Submit Timesheets and Leave Reports

February 2025

Monday		Tuesday		Wednesday		Thursday		Friday	
3	10:00 am Approve Timesheets and Leave Reports	4		5		6		7	** PAY DAY **
10		11	9:00 am Personnel Action Forms Due in Human Resources Pay Period 4 (2/2/2025 to 2/15/2025)	12		13		14	Employees Submit Timesheets and Leave Reports
17	10:00 am Approve Timesheets and Leave Reports	18		19		20		21	** PAY DAY **
24		25	9:00 am Personnel Action Forms Due in Human Resources Pay Period 5 (2/16/2025 to 3/1/2025)	26		27		28	Employees Submit Timesheets and Leave Reports

April 2025

Monday		Tuesday		Wednesday		Thursday		Friday	
		1		2		3		4	** PAY DAY **
7		8	9:00 am Personnel Action Forms Due in Human Resources Pay Period 8 (3/30/2025 to 4/12/2025)	9		10		11	Employees Submit Timesheets and Leave Reports
14	10:00 am Approve Timesheets and Leave Reports	15		16		17		18	** PAY DAY **
21		22	9:00 am Personnel Action Forms Due in Human Resources Pay Period 9 (4/13/2025 to 4/26/2025)	23		24		25	Employees Submit Timesheets and Leave Reports
28	10:00 am Approve Timesheets and Leave Reports	29		30					

May 2025

Monday		Tuesday		Wednesday		Thursday		Friday	
						1		2	** PAY DAY **
5		6	9:00 am Personnel Action Forms Due in Human Resources Pay Period 10 (4/27/2025 to 5/10/2025)	7		8		9	Employees Submit Timesheets and Leave Reports
12	10:00 am Approve Timesheets and Leave Reports	13		14		15		16	** PAY DAY **
19	9:00 am Personnel Action Forms Due in Human Resources Pay Period 11 (5/11/2025 to 5/24/2025)	20		21		22	Employees Submit Timesheets and Leave Reports	23	10:00 am Approve Timesheets and Leave Reports (EARLY PROCESSING)
26	Memorial Day HOLIDAY	27		28		29		30	** PAY DAY ** (No Insurance Deductions)

July 2025

Monday		Tuesday		Wednesday		Thursday		Friday	
		1	9:00 am Personnel Action Forms Due in Human Resources Pay Period 14 (6/22/2025 to 7/5/2025)	2		3		4	Independence Day HOLIDAY Employees Submit Timesheets and Leave Reports
7	10:00 am Approve Timesheets and Leave Reports	8		9		10		11	** PAY DAY **
14		15	9:00 am Personnel Action Forms Due in Human Resources Pay Period 15 (7/6/2025 to 7/19/2025)	16		17		18	Employees Submit Timesheets and Leave Reports
21	10:00 am Approve Timesheets and Leave Reports	22		23		24		25	** PAY DAY **
28		29	9:00 am Personnel Action Forms Due in Human Resources Pay Period 16 (7/20/2025 to 8/2/2025)	30		31			

August 2025

Monday		Tuesday		Wednesday		Thursday		Friday	
								1	Employees Submit Timesheets and Leave Reports
4	10:00 am Approve Timesheets and Leave Reports	5		6		7		8	** PAY DAY **
11		12	9:00 am Personnel Action Forms Due in Human Resources Pay Period 17 (8/3/2025 to 8/16/2025)	13		14		15	Employees Submit Timesheets and Leave Reports
18	10:00 am Approve Timesheets and Leave Reports	19		20		21		22	** PAY DAY **
25	9:00 am Personnel Action Forms Due in Human Resources Pay Period 18 (8/17/2025 to 8/30/2025)	26		27		28	Employees Submit Timesheets and Leave Reports	29	10:00 am Approve Timesheets and Leave Reports (EARLY PROCESSING)

September 2025

Monday		Tuesday		Wednesday		Thursday		Friday	
1	Labor Day HOLIDAY	2		3		4		5	** PAY DAY **
8		9	9:00 am Personnel Action Forms Due in Human Resources Pay Period 19 (8/31/2025 to 9/13/2025)	10		11		12	Employees Submit Timesheets and Leave Reports
15	10:00 am Approve Timesheets and Leave Reports	16		17		18		19	** PAY DAY **
22		23	9:00 am Personnel Action Forms Due in Human Resources Pay Period 20 (9/14/2025 to 9/27/2025)	24		25		26	Employees Submit Timesheets and Leave Reports
29	10:00 am Approve Timesheets and Leave Reports	30							

October 2025

Monday		Tuesday		Wednesday		Thursday		Friday	
				1		2		3	** PAY DAY **
6		7	9:00 am Personnel Action Forms Due in Human Resources Pay Period 21 (9/28/2025 to 10/11/2025)	8		9		10	Employees Submit Timesheets and Leave Reports
13	10:00 am Approve Timesheets and Leave Reports	14		15		16		17	** PAY DAY **
20		21	9:00 am Personnel Action Forms Due in Human Resources Pay Period 22 (10/12/2025 to 10/25/2025)	22		23		24	Employees Submit Timesheets and Leave Reports
27	10:00 am Approve Timesheets and Leave Reports	28		29		30		31	** PAY DAY ** (No Insurance Deductions)

November 2025

Monday		Tuesday		Wednesday		Thursday		Friday	
3	9:00 am Personnel Action Forms Due in Human Resources Pay Period 23 (10/26/2025 to 11/8/2025)	4		5		6	Employees Submit Timesheets and Leave Reports	7	10:00 am Approve Timesheets and Leave Reports (EARLY PROCESSING)
10		11	Veterans Day HOLIDAY	12		13		14	** PAY DAY ** 9:00 am Personnel Action Forms Due in Human Resources Pay Period 24 (11/9/2025 to 11/22/2025)
17		18		19	Employees Submit Timesheets and Leave Reports	20	10:00 am Approve Timesheets and Leave Reports (EARLY PROCESSING)	21	
24		25		26	** PAY DAY **	27	Thanksgiving Day HOLIDAY	28	Day After Thanksgiving HOLIDAY

December 2025

Monday		Tuesday		Wednesday		Thursday		Friday	
1		2	9:00 am Personnel Action Forms Due in Human Resources Pay Period 25 (11/23/2025 to 12/6/2025)	3		4		5	Employees Submit Timesheets and Leave Reports
8	10:00 am Approve Timesheets and Leave Reports	9	9:00 am Personnel Action Forms Due in Human Resources Pay Period 26 (12/7/2025 to 12/20/2025)	10		11		12	** PAY DAY ** Employees Submit Timesheets and Leave Reports
15	10:00 am Approve Timesheets and Leave Reports (EARLY PROCESSING)	16		17		18		19	
22		23		24	Winter Break HOLIDAY	25	Winter Break HOLIDAY	26	** PAY DAY ** Winter Break HOLIDAY
29	Winter Break HOLIDAY	30	Winter Break HOLIDAY	31	Winter Break HOLIDAY				