

2025 HUMAN RESOURCES PAYROLL SCHEDULE

2025 Pay Dates	Pay #	Personnel Action Forms to Human Resources by 5:00 pm * E-Sign Student Employment Forms to Human Resources by 5:00 pm *	Completion of Employee New Hire Paperwork (either through PageUp or paper form) by 5:00 pm **	All EPAFs to Human Resources by 5:00 pm	WEB Time Entry cutoff by 11:59 pm	Timesheet Approval Deadline by 12:00 Noon Higher Level Duty Forms to Human Resources by 12:00 Noon
Fri - Jan 10	1	Thu - Dec 19	Mon - Dec 23	Tue - Dec 24	Tue - Dec 31	Thu - Jan 02
Fri - Jan 24	2	Fri - Jan 03	Tue - Jan 07	Wed - Jan 08	Wed - Jan 15	Thu - Jan 16
Mon - Feb 10	3	Tue - Jan 21	Thu - Jan 23	Fri - Jan 24	Fri - Jan 31	Mon - Feb 03
Tue - Feb 25	4	Thu - Feb 06	Fri - Feb 07	Mon - Feb 10	Sat - Feb 15	Tue - Feb 18
Mon - Mar 10	5	Thu - Feb 20	Fri - Feb 21	Mon - Feb 24	Fri - Feb 28	Mon - Mar 03
Tue - Mar 25	6	Fri - Mar 07	Mon - Mar 10	Tue - Mar 11	Sat - Mar 15	Mon - Mar 17
Thu - Apr 10	7	Tue - Mar 25	Wed - Mar 26	Thu - Mar 27	Mon - Mar 31	Tue - Apr 01
Fri - Apr 25	8	Tue - Apr 08	Thu - Apr 10	Fri - Apr 11	Tue - Apr 15	Wed - Apr 16
Fri - May 09	9	Wed - Apr 23	Thu - Apr 24	Fri - Apr 25	Wed - Apr 30	Thu - May 01
Fri - May 23	10	Wed - May 07	Thu - May 08	Fri - May 09	Thu - May 15	Fri - May 16
Tue - Jun 10	11	Thu - May 22	Fri - May 23	Tue - May 27	Sat - May 31	Mon - Jun 02
Wed - Jun 25	12	Fri - Jun 06	Mon - Jun 09	Tue - Jun 10	Sun - Jun 15	Mon - Jun 16
Thu - Jul 10	13	Mon - Jun 23	Tue - Jun 24	Wed - Jun 25	Mon - Jun 30	Tue - Jul 01
Fri - Jul 25	14	Mon - Jul 07	Wed - Jul 09	Thu - Jul 10	Tue - Jul 15	Wed - Jul 16
Mon - Aug 11	15	Tue - Jul 22	Thu - Jul 24	Fri - Jul 25	Thu - Jul 31	Fri - Aug 01
Mon - Aug 25	16	Thu - Aug 07	Fri - Aug 08	Mon - Aug 11	Fri - Aug 15	Mon - Aug 18
Wed - Sep 10	17	Fri - Aug 22	Mon - Aug 25	Tue - Aug 26	Sun - Aug 31	Tue - Sep 02
Thu - Sep 25	18	Tue - Sep 09	Wed - Sep 10	Thu - Sep 11	Mon - Sep 15	Tue - Sep 16
Fri - Oct 10	19	Tue - Sep 23	Tue - Sep 23	Thu - Sep 25	Tue - Sep 30	Wed - Oct 01
Fri - Oct 24	20	Tue - Oct 07	Wed - Oct 08	Thu - Oct 09	Wed - Oct 15	Thu - Oct 16
Mon - Nov 10	21	Wed - Oct 22	Thu - Oct 23	Fri - Oct 24	Fri - Oct 31	Mon - Nov 03
Tue - Nov 25	22	Thu - Nov 06	Fri - Nov 07	Mon - Nov 10	Sat - Nov 15	Mon - Nov 17
Wed - Dec 10	23	Thu - Nov 20	Fri - Nov 21	Mon - Nov 24	Sun - Nov 30	Mon - Dec 01
Wed - Dec 24	24	Mon - Dec 08	Tue - Dec 09	Wed - Dec 10	Mon - Dec 15	Tue - Dec 16

***If PA form is not complete with all required information, HR will return to department and processing may be delayed**

****If new hire paperwork is not complete by this deadline, processing may be delayed**