

## MONTHLY PAYROLL SCHEDULE 2025

| Pay Period ID | Pay Period Begin Date | Pay Period End Date | Pay Date | Payroll Timecard Deadline-10 a.m. | Provost Faculty Contract Deadline-5 p.m. | HR Faculty Contract Deadline-5 p.m. | HR Staff Paperwork Deadline-Noon |
|---------------|-----------------------|---------------------|----------|-----------------------------------|------------------------------------------|-------------------------------------|----------------------------------|
| M2501         | 01/01/25              | 01/31/25            | 01/24/25 | 01/17/25                          | 12/16/24                                 | 01/09/25                            | 01/10/25                         |
| M2502         | 02/01/25              | 02/28/25            | 02/26/25 | 02/14/25                          | 01/31/25                                 | 02/11/25                            | 02/10/25                         |
| M2503         | 03/01/25              | 03/31/25            | 03/26/25 | 03/15/25                          | 02/28/25                                 | 03/11/25                            | 03/10/25                         |
| M2504         | 04/01/25              | 04/30/25            | 04/25/25 | 04/17/25                          | 03/31/25                                 | 04/10/25                            | 04/10/25                         |
| M2505         | 05/01/25              | 05/31/25            | 05/23/25 | 05/17/25                          | 04/30/25                                 | 05/09/25                            | 05/12/25                         |
| M2506         | 06/01/25              | 06/30/25            | 06/26/25 | 06/17/25                          | 05/30/25                                 | 06/10/25                            | 06/10/25                         |
| M2507         | 07/01/25              | 07/31/25            | 07/25/25 | 07/17/25                          | 06/31/25                                 | 07/10/25                            | 07/10/25                         |
| M2508         | 08/01/25              | 08/31/25            | 08/26/25 | 08/15/25                          | 07/31/25                                 | 08/11/25                            | 08/11/25                         |
| M2509         | 09/01/25              | 09/30/25            | 09/26/25 | 09/17/25                          | 08/29/25                                 | 09/11/25                            | 09/10/25                         |
| M2510         | 10/01/25              | 10/31/25            | 10/24/25 | 10/17/25                          | 09/30/25                                 | 10/09/25                            | 10/10/25                         |
| M2511         | 11/01/25              | 11/30/25            | 11/26/25 | 11/17/25                          | 10/31/25                                 | 11/11/25                            | 11/10/25                         |
| M2512         | 12/01/25              | 12/31/25            | 12/23/25 | 12/16/25                          | 11/24/25                                 | 12/08/25                            | 12/10/25                         |
| M2601         | 01/01/26              | 01/31/26            | 01/26/26 | 01/16/26                          | 12/12/25                                 | 01/12/26**                          | 01/12/26                         |

**\*\*Important Dates for 2026**

Monthly HR faculty paperwork deadlines are not based solely on payroll processing deadlines, and allow for periods of heavy volume and the additional steps involved with faculty hires. These deadlines allow HR, Payroll, and associated academic departments sufficient time to process faculty contract payments.

Monthly HR staff paperwork deadlines are based on payroll processing deadlines.