

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	03/17/25	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	05/16/25	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.