

# 2025 Payroll Schedule

## Fee Based

Pay Run ID	Pay Period Begin Date	Pay Period End Date	Document Due Date to Payroll for  (1) Requests that DO NOT process through HR  (2) Requests that have completed through HR-Level 5 Approval	Absence Approvals Due by 9 a.m.	HR Lock 1 p.m.	Pay Date
51M1	01/01/25	01/31/25	01/17/25	01/24/25	01/25/25	1/31/2025
52M1	02/01/25	02/28/25	02/14/25	02/21/25	02/22/25	2/28/2025
53M1	03/01/25	03/31/25	03/17/25	03/24/25	03/25/25	3/31/2025
54M1	04/01/25	04/30/25	04/16/25	04/23/25	04/24/25	4/30/2025
55M1	05/01/25	05/31/25	05/13/25	05/20/25	05/21/25	5/30/2025
56M1	06/01/25	06/30/25	06/10/25	06/17/25	06/18/25	6/30/2025
57M1	07/01/25	07/31/25	07/17/25	07/24/25	07/25/25	7/31/2025
58M1	08/01/25	08/31/25	08/15/25	08/22/25	08/23/25	8/29/2025
59M1	09/01/25	09/30/25	09/16/25	09/23/25	09/24/25	9/30/2025
50M1	10/01/25	10/31/25	10/15/25	10/22/25	10/23/25	10/31/2025
5NM1	11/01/25	11/30/25	11/11/25	11/18/25	11/19/25	11/28/2025
5DM1	12/01/25	12/31/25	12/09/25	12/16/25	12/17/25	12/31/2025