

2025 Payroll Schedule

Part-time Instructors

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	PPGRA Entries Due by 5:15 p.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
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