

2025 MONTHLY PAYROLL CALENDAR

		NEW DEADLINE	*NEW DEADLINE*	*NEW DEADLINE*		
		HR Deadline	Payroll Deadline	Employee Leave Report	Approver Leave Report	
Payroll ID and Number	Period Covered	EPAF/Paperwork Due Before 4:00 PM	Information received after 9:00 AM on this day will be processed on the next payroll.	Submission Before 5:00 PM (a)	Approval Before 5:00 PM (a)	Check Date
MO/MH/MI 01	12/01/2024 - 12/31/2024	12/13/2024*	12/13/24*	01/5/2025	01/10/2025	01/02/2025
MO/MH/MI 02	01/01/2025 - 01/31/2025	01/17/2025	1/22/2025	02/5/2025	02/10/2025	02/03/2025
MO/MH/MI 03	02/01/2025 - 02/28/2025	02/18/2025	2/20/2025	03/5/2025	03/10/2025	03/03/2025
MO/MH/MI 04	03/01/2025 - 03/31/2025	3/19/2025	3/21/2025	04/5/2025	04/10/2025	04/01/2025
MO/MH/MI 05	04/01/2025 - 04/30/2025	04/18/2025	4/22/2025	05/5/2025	05/10/2025	05/01/2025
MO/MH/MI 06	05/01/2025 - 05/31/2025	5/19/2025	5/21/2025	06/5/2025	06/10/2025	06/02/2025
MO/MH/MI 07	06/01/2025 - 06/30/2025	6/17/2025	6/20/2025	07/5/2025	07/10/2025	07/01/2025
MO/MH/MI 08	07/01/2025 - 07/31/2025	7/21/2025	7/23/2025	08/5/2025	08/10/2025	08/01/2025
MO/MH/MI 09	08/01/2025 - 08/31/2025	8/18/2025	8/20/2025	09/5/2025	09/10/2025	09/02/2025
MO/MH/MI 10	09/01/2025 - 09/30/2025	9/18/2025	9/22/2025	10/5/2025	10/10/2025	10/01/2025
MO/MH/MI 11	10/01/2025 - 10/31/2025	10/21/2025	10/23/2025	11/5/2025	11/10/2025	11/03/2025
MO/MH/MI 12	11/01/2025 - 11/30/2025	11/17/2025	11/19/2025	12/5/2025	12/10/2025	12/01/2025

* Deadline change takes affect 1/1/2025

(a) Note - Departmental deadlines may be earlier than payroll deadlines, please always verify with your supervisor.
 9/1/2025 - Federal Reserve Holiday - Pay Date 9/2/25

Dates may be subject to change due to unforeseen circumstances

Revised 10/28/24