

**2025 Payroll Calendar  
For Web Time Entry / Approvals  
Banner Self Service**

Pay Period	Approved Electronic Timesheet Due Date	Pay Day	
12/22/2024 – 01/04/2025	Monday	January 6, 2025	01/10/2025
01/05/2025 – 01/18/2025	Monday	January 20, 2025	01/24/2025
01/19/2025 – 02/01/2025	Monday	February 3, 2025	02/07/2025
02/02/2025 – 02/15/2025	Monday	February 17, 2025	02/21/2025
02/16/2025 – 03/01/2025	Monday	March 3, 2025	03/07/2025
03/02/2025 – 03/15/2025	<b>*Wednesday</b>	<b>March 12, 2025</b>	03/21/2025
03/16/2025 – 03/29/2025	Monday	March 31, 2025	04/04/2025
03/30/2025 – 04/12/2025	Monday	April 14, 2025	04/18/2025
04/13/2025 – 04/26/2025	Monday	April 28, 2025	05/02/2025
04/27/2025 – 05/10/2025	Monday	May 12, 2025	05/16/2025
05/11/2025 – 05/24/2025	Monday	May 26, 2025	05/30/2025
05/25/2025 – 06/07/2025	Monday	June 9, 2025	06/13/2025
06/08/2025 – 06/21/2025	Monday	June 23, 2025	06/27/2025
06/22/2025 – 07/05/2025	Monday	July 7, 2025	07/11/2025
07/06/2025 – 07/19/2025	Monday	July 21, 2025	07/25/2025
07/20/2025 – 08/02/2025	Monday	August 4, 2025	08/08/2025
08/03/2025 – 08/16/2025	Monday	August 18, 2025	08/22/2025
08/17/2025 – 08/30/2025	Monday	September 1, 2025	09/05/2025
08/31/2025 – 09/13/2025	Monday	September 15, 2025	09/19/2025
09/14/2025 – 09/27/2025	Monday	September 29, 2025	10/03/2025
09/28/2025 – 10/11/2025	Monday	October 13, 2025	10/17/2025
10/12/2025 – 10/25/2025	Monday	October 27, 2025	10/31/2025
10/26/2025 – 11/08/2025	Monday	November 10, 2025	11/14/2025
11/09/2025 – 11/22/2025	<b>*Friday</b>	<b>November 21, 2025</b>	11/28/2025
11/23/2025 – 12/06/2025	Monday	December 08, 2025	12/12/2025
12/07/2025 – 12/20/2025	<b>*Wednesday</b>	<b>December 17, 2025</b>	12/26/2025

**Supervisors Must Electronically Approve Timesheets  
No Later Than 12:00 Noon on the Due Date  
After 12:00 Noon You Will No Longer Be Able to Access Your Timesheet Online**

**\*Dates Subject to Change\***