

## 2025 Payroll Calendar Non Exempt

Pay#	Start Date - Sunday	End Date - Saturday	Check Date
1	12/8/2024	12/21/2024	Wednesday, January 15, 2025
2	12/22/2024	01/04/2025	Friday, January 31, 2025
3	01/05/2025	01/18/2025	Friday, February 14, 2025
4	01/19/2025	02/01/2025	Friday, February 28, 2025
5	02/02/2025	02/22/2025	Friday March 14, 2025
6	02/23/2025	03/08/2025	Monday, March 31, 2025
7	03/09/2025	03/22/2025	Tuesday, April 15, 2025
8	03/23/2025	04/05/2025	Wednesday, April 30, 2025
9	04/06/2025	04/19/2025	Thursday, May 15, 2025
10	04/20/2025	05/03/2025	Friday May, 30, 2025
11	05/04/2025	05/24/2025	Friday, June 13, 2025
12	05/25/2025	06/07/2025	Monday, June 30, 2025
13	06/08/2025	06/21/2025	Tuesday, July 15, 2025
14	06/22/2025	07/05/2025	Thursday, July 31, 2025
15	07/06/2025	07/19/2025	Friday, August 15, 2025
16	07/20/2025	08/02/2025	Friday, August 29, 2025
17	08/03/2025	08/23/2025	Monday, September 15, 2025
18	08/24/2025	09/06/2025	Tuesday, September 30, 2025
19	09/07/2025	09/20/2025	Wednesday, October 15, 2025
20	09/21/2025	10/04/2025	Friday, October 31, 2025
21	10/05/2025	10/18/2025	Friday, November 14, 2025
22	10/19/2025	11/1/2025	Friday, November 28, 2025
23	11/2/2025	11/22/2025	Monday, December 15, 2025
24	11/23/2025	12/6/2025	Wednesday, December 31, 2025

### Submission Deadlines:

Employees must submit timecards no later than noon on Monday after the payroll end date.

Managers must approve timecards no later than the end of the day on Tuesday after the payroll end date.

- **Pay periods 5, 11, 17, and 23 are 3 week pay periods.**