

2025

BI-WEEKLY PAYROLLS								MONTHLY PAYROLLS						
Schedule Number	Pay Period Begin Date	Pay Period End Date	Time File Due	Payroll Processing Begins	Pay Date	Bi-weekly Insurance Deduction	Month of Insurance Coverage	Schedule Number	Pay Period Begin Date	Pay Period End Date	Time File Due	Payroll Processing Begins	Pay Date	Working Days By Month
1	12/14/24	12/27/24	12/31/24	01/02/25	01/10/25	Y	Jan							
2	12/28/24	01/10/25	01/14/25	01/16/25	01/24/25	Y	Jan	1	01/01/25	01/31/25	01/10/25	01/23/25	01/31/25	23
3	01/11/25	01/24/25	01/28/25	01/30/25	02/07/25	Y	Feb							
4	01/25/25	02/07/25	02/11/25	02/13/25	02/21/25	Y	Feb	2	02/01/25	02/28/25	02/10/25	02/20/25	02/28/25	20
5	02/08/25	02/21/25	02/25/25	02/27/25	03/07/25	Y	Mar							
6	02/22/25	03/07/25	03/11/25	03/13/25	03/21/25	Y	Mar	3	03/01/25	03/31/25	03/10/25	03/21/25	03/31/25	21
7	03/08/25	03/21/25	03/25/25	03/27/25	04/04/25	Y	Apr							
8	03/22/25	04/04/25	04/08/25	04/10/25	04/18/25	Y	Apr	4	04/01/25	04/30/25	04/10/25	04/22/25	04/30/25	22
9	04/05/25	04/18/25	04/22/25	04/25/25	05/02/25	Y	May							
10	04/19/25	05/02/25	05/06/25	05/08/25	05/16/25	Y	May	5	05/01/25	05/31/25	05/09/25	05/22/25	05/30/25	22
11	05/03/25	05/16/25	*5/20/2025	05/22/25	05/30/25	N	None							
12	05/17/25	05/30/25	06/03/25	06/05/25	06/13/25	Y	Jun							
13	05/31/25	06/13/25	06/17/25	06/18/25	06/27/25	Y	Jun	6	06/01/25	06/30/25	06/10/25	06/20/25	06/30/25	21
14	06/14/25	06/27/25	07/01/25	07/02/25	07/11/25	Y	Jul							
15	06/28/25	07/11/25	07/15/25	07/17/25	07/25/25	Y	Jul	7	07/01/25	07/31/25	07/10/25	07/23/25	07/31/25	23
16	07/12/25	07/25/25	07/29/25	07/31/25	08/08/25	Y	Aug							
17	07/26/25	08/08/25	08/12/25	08/14/25	08/22/25	Y	Aug	8	08/01/25	08/31/25	08/09/25	08/21/25	08/29/25	21
18	08/09/25	08/22/25	08/26/25	08/28/25	09/05/25	Y	Sep							
19	08/23/25	09/05/25	09/09/25	09/11/25	09/19/25	Y	Sep	9	09/01/25	09/30/25	09/10/25	09/22/25	09/30/25	22
20	09/06/25	09/19/25	09/23/25	09/25/25	10/03/25	Y	Oct							
21	09/20/25	10/03/25	10/07/25	10/09/25	10/17/25	Y	Oct	10	10/01/25	10/31/25	10/10/25	10/23/25	10/31/25	23
22	10/04/25	10/17/25	*10/21/2025	10/23/25	10/31/25	N	None							
23	10/18/25	10/31/25	11/04/25	11/06/25	11/14/25	Y	Nov	11	11/01/25	11/30/25	11/10/25	11/18/25	11/28/25	20
25	11/01/25	11/14/25	11/17/25	11/17/25	11/28/25	Y	Nov							
25	11/15/25	11/28/25	12/02/25	12/04/25	12/12/25	Y	Dec	12	12/01/25	12/31/25	12/10/25	12/17/25	12/31/25	23
26	11/29/25	12/12/25	12/16/25	12/16/25	12/26/25	Y	Dec							
Please Note: Bold/Red dates indicate changes from standard processing (note: BW 6/17, 7/1, 11/17, 12/16 approvals by 10 AM)														