

| 2025 Payroll Schedule | | | | | | |
|-----------------------|------------|--|-------------------------------------|-------------------------|------------------------|------------|
| Period Start | Period End | HROC Submission Deadline Friday before payday at 10am | Manager Time Card Approval Deadline | Processing Date | Pay Date | |
| Sunday | Saturday | Completed Time Card Sunday 11:59PM EST (in most cases) | Monday 2:00 pm EST (in most cases) | Tuesday (in most cases) | Friday (in most cases) | |
| 1 | 12/15/2024 | 12/28/2024 | 12/29/2024 | 12/30/2024 | 12/31/2024 | 1/3/2025 |
| 2 | 12/29/2024 | 1/11/2025 | 1/12/2025 | 1/13/2025 | 1/14/2025 | 1/17/2025 |
| 3 | 1/12/2025 | 1/25/2025 | 1/26/2025 | 1/27/2025 | 1/28/2025 | 1/31/2025 |
| 4 | 1/26/2025 | 2/8/2025 | 2/9/2025 | 2/10/2025 | 2/11/2025 | 2/14/2025 |
| 5 | 2/9/2025 | 2/22/2025 | 2/23/2025 | 2/24/2025 | 2/25/2025 | 2/28/2025 |
| 6 | 2/23/2025 | 3/8/2025 | 3/9/2025 | 3/10/2025 | 3/11/2025 | 3/14/2025 |
| 7 | 3/9/2025 | 3/22/2025 | 3/23/2025 | 3/24/2025 | 3/25/2025 | 3/28/2025 |
| 8 | 3/23/2025 | 4/5/2025 | 4/6/2025 | 4/7/2025 | 4/8/2025 | 4/11/2025 |
| 9 | 4/6/2025 | 4/19/2025 | 4/20/2025 | 4/21/2025 | 4/22/2025 | 4/25/2025 |
| 10 | 4/20/2025 | 5/3/2025 | 5/4/2025 | 5/5/2025 | 5/6/2025 | 5/9/2025 |
| 11 | 5/4/2025 | 5/17/2025 | 5/18/2025 | 5/19/2025 | 5/20/2025 | 5/23/2025 |
| 12 | 5/18/2025 | 5/31/2025 | 6/1/2025 | 6/2/2025 | 6/3/2025 | 6/6/2025 |
| 13 | 6/1/2025 | 6/14/2025 | 6/15/2025 | 6/16/2025 | 6/17/2025 | 6/20/2025 |
| 14 | 6/15/2025 | 6/28/2025 | 6/29/2025 | 6/30/2025 | 7/1/2025 | 7/3/2025 |
| 15 | 6/29/2025 | 7/12/2025 | 7/13/2025 | 7/14/2025 | 7/15/2025 | 7/18/2025 |
| 16 | 7/13/2025 | 7/26/2025 | 7/27/2025 | 7/28/2025 | 7/29/2025 | 8/1/2025 |
| 17 | 7/27/2025 | 8/9/2025 | 8/10/2025 | 8/11/2025 | 8/12/2025 | 8/15/2025 |
| 18 | 8/10/2025 | 8/23/2025 | 8/24/2025 | 8/25/2025 | 8/26/2025 | 8/29/2025 |
| 19 | 8/24/2025 | 9/6/2025 | 9/7/2025 | 9/8/2025 | 9/9/2025 | 9/12/2025 |
| 20 | 9/7/2025 | 9/20/2025 | 9/21/2025 | 9/22/2025 | 9/23/2025 | 9/26/2025 |
| 21 | 9/21/2025 | 10/4/2025 | 10/5/2025 | 10/6/2025 | 10/7/2025 | 10/10/2025 |
| 22 | 10/5/2025 | 10/18/2025 | 10/19/2025 | 10/20/2025 | 10/21/2025 | 10/24/2025 |
| 23 | 10/19/2025 | 11/1/2025 | 11/2/2025 | 11/3/2025 | 11/4/2025 | 11/7/2025 |
| 24 | 11/2/2025 | 11/15/2025 | 11/16/2025 | 11/17/2025 | 11/18/2025 | 11/21/2025 |
| 25 | 11/16/2025 | 11/29/2025 | 11/30/2025 | 12/1/2025 | 12/2/2025 | 12/5/2025 |
| 26 | 11/30/2025 | 12/13/2025 | 12/14/2025 | 12/15/2025 | 12/16/2025 | 12/19/2025 |

| 2025 Holiday Schedule (Observed) | | |
|---|-----------|---------------|
| New Year's Day | Wednesday | January 1st |
| Memorial Day | Monday | May 26th |
| Independence Day | Friday | July 4th |
| Labor Day | Monday | September 1st |
| Thanksgiving Day | Thursday | November 27th |
| Day After Thanksgiving | Friday | November 28th |
| Christmas Eve | Wednesday | December 24th |
| Christmas Day | Thursday | December 25th |
| One Floating Holiday - Colleague's Discretion, Manager Approved | | |