

## Monthly Pay Frequency - Associated Deadlines in 2025

| Pay Period   | Pay Dates          | HR Workflow –<br>Final Approval<br><br>Deadline at<br>7:00 PM on | Employee Self-<br>service Updates for<br>Timesheets,<br>Direct Deposit, and<br>W-4 Tax Information<br><br>Deadlines at<br>7:00 PM on | Timekeeper Entry and<br>Self-service Approver<br><br>Deadlines<br>for MOR* and MPP*<br>Paygroups at<br>10am on | Gross Pay<br>Registers<br>Available on |
|--|--------------------|--|--|--|--|
| JANUARY  | FRIDAY 01-31-25    | 01-27-2025   | 01-27-2025   | 01-28-2025   | 01-29-2025                             |
| FEBRUARY   | FRIDAY 02-28-25    | 02-24-2025   | 02-24-2025   | 02-25-2025   | 02-26-2025                             |
| MARCH  | MONDAY 03-31-25    | 03-25-2025   | 03-25-2025   | 03-26-2025   | 03-27-2025                             |
| APRIL  | WEDNESDAY 04-30-25 | 04-23-2025   | 04-23-2025   | 04-24-2025   | 04-25-2025                             |
| MAY  | FRIDAY 05-30-25    | 05-21-2025   | 05-21-2025   | 05-22-2025   | 05-23-2025                             |
| JUNE   | MONDAY 06-30-25    | 06-18-2025   | 06-18-2025   | 06-19-2025   | 06-20-2025                             |
| JULY   | THURSDAY 07-31-25  | 07-27-2025   | 07-27-2025   | 07-28-2025   | 07-29-2025                             |
| AUGUST   | FRIDAY 08-29-25    | 08-25-2025   | 08-25-2025   | 08-26-2025   | 08-27-2025                             |
| SEPTEMBER  | TUESDAY 09-30-25   | 09-24-2025   | 09-24-2025   | 09-25-2025   | 09-26-2025                             |
| OCTOBER  | FRIDAY 10-31-25    | 10-22-2025   | 10-22-2025   | 10-23-2025   | 10-24-2025                             |
| NOVEMBER   | WEDNESDAY 11-26-25 | 11-19-2025   | 11-19-2025   | 11-20-2025   | 11-21-2025                             |
| DECEMBER   | WEDNESDAY 12-31-25 | 12-17-2025   | 12-17-2025   | 12-18-2025   | 12-19-2025                             |
| Data entry/approval available again when Gross Pay Register available. |                    |  |  |  |  |

\*Variations for **MOR** and **MPP** employees' normal work schedules are reported and processed in the month they occur. For example, leave usage that occurs in January is reported/approved by the 1-28-25 deadline above and processed with the January monthly payroll.