

## 2025 Human Resource/Payroll Working Calendar

### Bi-Weekly Employees (Hourly Federal Work Study)

**Pay Frequency: 41**

Pay Run ID (for Payroll use only)	Pay Period (Timesheets <u>must</u> be submitted by the end of the day of the pay period)	Deadline for approving Timesheets <sup>1 2</sup> ( <i>Approved in HRMS and due in Payroll by 5:00 pm</i> )	Pay Date
BW3122624	12/13/2024 - 12/26/2024	<b>12/31/2024*</b>	01/10/2025
BW3010925	12/27/2024 - 01/09/2025	<b>01/10/2025</b>	01/24/2025
BW3012325	01/10/2025 - 01/23/2025	<b>01/24/2025</b>	02/07/2025
BW3020625	01/24/2025 - 02/06/2025	<b>02/07/2025</b>	02/21/2025
BW3022025	02/07/2025 - 02/20/2025	<b>02/21/2025</b>	03/07/2025
BW3030625	02/21/2025 - 03/06/2025	<b>03/07/2025</b>	03/21/2025
BW3032025	03/07/2025 - 03/20/2025	<b>03/21/2025</b>	04/04/2025
BW3040325	03/21/2025 - 04/03/2025	<b>04/04/2025</b>	04/18/2025
BW3041725	04/04/2025 - 04/17/2025	<b>04/18/2025</b>	05/02/2025
BW3050125	04/18/2025 - 05/01/2025	<b>05/02/2025</b>	05/16/2025
BW3051525	05/02/2025 - 05/15/2025	<b>05/16/2025</b>	05/30/2025
BW3052925	05/16/2025 - 05/29/2025	<b>05/30/2025</b>	06/13/2025
BW3061225	05/30/2025 - 06/12/2025	<b>06/13/2025</b>	06/27/2025
BW3062625	06/13/2025 - 06/26/2025	<b>06/27/2025</b>	07/11/2025
BW3071025	06/27/2025 - 07/10/2025	<b>07/11/2025</b>	07/25/2025
BW3072425	07/11/2025 - 07/24/2025	<b>07/25/2025</b>	08/08/2025
BW3080725	07/25/2025 - 08/07/2025	<b>08/08/2025</b>	08/22/2025
BW3082125	08/08/2025 - 08/21/2025	<b>08/22/2025</b>	09/05/2025
BW3090425	08/22/2025 - 09/04/2025	<b>09/05/2025</b>	09/19/2025
BW3091825	09/05/2025 - 09/18/2025	<b>09/19/2025</b>	10/03/2025
BW3100225	09/19/2025 - 10/02/2025	<b>10/03/2025</b>	10/17/2025
BW3101625	10/03/2025 - 10/16/2025	<b>10/17/2025</b>	10/31/2025
BW3103025	10/17/2025 - 10/30/2025	<b>10/31/2025</b>	11/14/2025
BW3111325	10/31/2025 - 11/13/2025	<b>11/14/2025</b>	11/28/2025
BW3112725	11/14/2025 - 11/27/2025	<b>11/26/2025*</b>	12/12/2025
BW3121125	11/28/2025 - 12/11/2025	<b>12/12/2025</b>	12/26/2025

1. Timesheets **NOT APPROVED in HRMS** by the dates indicated above **WILL NOT** be paid on time and will be processed with the FOLLOWING pay period cycle. **NO EXCEPTIONS.** Please pay special attention to dates with asterisks (\*), as timesheets must be approved in HRMS by the specific deadlines indicated in the calendar above.
2. Changes in direct deposits, tax information and other employee data changes must be submitted to payroll by the same deadline.