

**2025**  
**Payroll Timesheet Submission Schedule**  
**(Part-time, Casual, Contract & Student Employees)**

<b>Pay #</b>	<b>Pay Period</b>	<b>Submit By</b>	<b>Pay Day</b>
1	December 16, 2024 - December 29, 2024	December 30, 2024	January 9, 2025
2	December 30, 2024 - January 12, 2025	January 13, 2025	January 23, 2025
3	January 13, 2025 - January 26, 2025	January 27, 2025	February 6, 2025
4	January 27, 2025 - February 9, 2025	February 10, 2025	February 20, 2025
5	February 10, 2025 - February 23, 2025	February 24, 2025	March 6, 2025
6	February 24, 2025 - March 9, 2025	March 10, 2025	March 20, 2025
7	March 10, 2025 - March 23, 2025	March 24, 2025	April 3, 2025
8	March 24, 2025 - April 6, 2025	April 7, 2025	April 17, 2025
9	April 7, 2025 - April 20, 2025	April 21, 2025	May 1, 2025
10	April 21, 2025 - May 4, 2025	May 5, 2025	May 15, 2025
11	May 5, 2025 - May 18, 2025	May 19, 2025	May 29, 2025
12	May 19, 2025 - June 1, 2025	June 2, 2025	June 12, 2025
13	June 2, 2025 - June 15, 2025	June 16, 2025	June 26, 2025
14	June 16, 2025 - June 29, 2025	June 30, 2025	July 10, 2025
15	June 30, 2025 - July 13, 2025	July 14, 2025	July 24, 2025
16	July 14, 2025 - July 27, 2025	July 28, 2025	August 7, 2025
17	July 28, 2025 - August 10, 2025	August 11, 2025	August 21, 2025
18	August 11, 2025 - August 24, 2025	August 25, 2025	September 4, 2025
19	August 25, 2025 - September 7, 2025	September 8, 2025	September 18, 2025
20	September 8, 2025 - September 21, 2025	September 22, 2025	October 2, 2025
21	September 22, 2025 - October 5, 2025	October 6, 2025	October 16, 2025
22	October 6, 2025 - October 19, 2025	October 20, 2025	October 30, 2025
23	October 20, 2025 - November 2, 2025	November 3, 2025	November 13, 2025
24	November 3, 2025 - November 16, 2025	November 17, 2025	November 27, 2025
25	November 17, 2025 - November 30, 2025	December 1, 2025	December 11, 2025
26	December 1, 2025 - December 14, 2025	December 15, 2025	December 24, 2025
1	December 15, 2025 - December 28, 2025	December 29, 2025	January 7, 2026