

2025 BIWEEKLY PAYROLL CALENDAR

NEW DEADLINE

Payroll ID and Number	Period Covered	HR Deadline	Payroll Deadline	Employee Web Time Entry Before 10:00 AM ^(a)	UKG Timekeeping And Web Time Entry Supervisor Approval Before 1:00 PM ^(a)	Check Date
		EPAF/Paperwork Due Before 4:00 PM	Information received after 9:00 AM on this day will be processed on the next payroll.			
BW/BH/BI 01	12/15/2024 - 12/28/2024	12/23/2024	*12/23/2024	12/30/2024	12/30/2024	01/03/2025
BW/BH/BI 02	12/29/2024 - 01/11/2025	01/07/2025	01/08/2025	01/13/2025	01/13/2025	01/17/2025
BW/BH/BI 03	01/12/2025 - 01/25/2025	01/21/2025	01/22/2025	01/27/2025	01/27/2025	01/31/2025
BW/BH/BI 04	01/26/2025 - 02/08/2025	02/04/2025	02/05/2025	02/10/2025	02/10/2025	02/14/2025
BW/BH/BI 05	02/09/2025 - 02/22/2025	02/18/2025	02/19/2025	02/24/2025	02/24/2025	02/28/2025
BW/BH/BI 06	02/23/2025 - 03/08/2025	03/04/2025	03/05/2025	03/10/2025	03/10/2025	03/14/2025
BW/BH/BI 07	03/09/2025 - 03/22/2025	03/18/2025	03/19/2025	03/24/2025	03/24/2025	03/28/2025
BW/BH/BI 08	03/23/2025 - 04/05/2025	04/01/2025	04/02/2025	04/07/2025	04/07/2025	04/11/2025
BW/BH/BI 09	04/06/2025 - 04/19/2025	04/15/2025	04/16/2025	04/21/2025	04/21/2025	04/25/2025
BW/BH/BI 10	04/20/2025 - 05/03/2025	04/29/2025	04/30/2025	05/05/2025	05/05/2025	05/09/2025
BW/BH/BI 11	05/04/2025 - 05/17/2025	05/13/2025	05/14/2025	05/19/2025	05/19/2025	05/23/2025
BW/BH/BI 12	05/18/2025 - 05/31/2025	05/27/2025	05/28/2025	06/02/2025	06/02/2025	06/06/2025
BW/BH/BI 13	06/01/2025 - 06/14/2025	06/10/2025	06/11/2025	06/16/2025	06/16/2025	06/20/2025
BW/BH/BI 14	06/15/2025 - 06/28/2025	06/24/2025	06/25/2025	06/30/2025	06/30/2025	07/03/2025
BW/BH/BI 15	06/29/2025 - 07/12/2025	07/08/2025	07/09/2025	07/14/2025	07/14/2025	07/18/2025
BW/BH/BI 16	07/13/2025 - 07/26/2025	07/22/2025	07/23/2025	07/28/2025	07/28/2025	08/01/2025
BW/BH/BI 17	07/27/2025 - 08/09/2025	08/05/2025	08/06/2025	08/11/2025	08/11/2025	08/15/2025
BW/BH/BI 18	08/10/2025 - 08/23/2025	08/19/2025	08/20/2025	08/25/2025	08/25/2025	08/29/2025
BW/BH/BI 19	08/24/2025 - 09/06/2025	09/02/2025	09/03/2025	09/08/2025	09/08/2025	09/12/2025
BW/BH/BI 20	09/07/2025 - 09/20/2025	09/16/2025	09/17/2025	09/22/2025	09/22/2025	09/26/2025
BW/BH/BI 21	09/21/2025 - 10/04/2025	09/30/2025	10/01/2025	10/06/2025	10/06/2025	10/10/2025
BW/BH/BI 22	10/05/2025 - 10/18/2025	10/14/2025	10/15/2025	10/20/2025	10/20/2025	10/24/2025
BW/BH/BI 23	10/19/2025 - 11/01/2025	10/28/2025	10/29/2025	11/03/2025	11/03/2025	11/07/2025
BW/BH/BI 24	11/02/2025 - 11/15/2025	11/11/2025	11/12/2025	11/17/2025	11/17/2025	11/21/2025
BW/BH/BI 25	11/16/2025 - 11/29/2025	11/24/2025	11/25/2025	12/01/2025	12/01/2025	12/05/2025
BW/BH/BI 26	11/30/2025 - 12/13/2025	12/09/2025	12/10/2025	12/15/2025	12/15/2025	12/19/2025

* Deadline change takes affect 1/1/2025

Amended Timesheets must be received prior to the Payroll Deadline. Timesheets received after the deadline will be processed on the next payroll.

^(a) Note - Departmental deadlines may be earlier than payroll deadlines, please always verify with your supervisor.

7/3/25 - Pay Date - Due to 7/4/25 Federal Reserve Holiday

Dates may be subject to change due to unforeseen circumstances.

Revised 11/18/24