

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 | 03/03/2025 | 03/04/2025 | 03/10/2025 | 03/10/2025 | 03/14/2025 |
| BW/BH/BI 07 | 03/09/2025 - 03/22/2025 | 03/17/2025 | 03/18/2025 | 03/24/2025 | 03/24/2025 | 03/28/2025 |
| BW/BH/BI 08 | 03/23/2025 - 04/05/2025 | 03/31/2025 | 04/01/2025 | 04/07/2025 | 04/07/2025 | 04/11/2025 |
| BW/BH/BI 09 | 04/06/2025 - 04/19/2025 | 04/14/2025 | 04/15/2025 | 04/21/2025 | 04/21/2025 | 04/25/2025 |
| BW/BH/BI 10 | 04/20/2025 - 05/03/2025 | 04/28/2025 | 04/29/2025 | 05/05/2025 | 05/05/2025 | 05/09/2025 |
| BW/BH/BI 11 | 05/04/2025 - 05/17/2025 | 05/12/2025 | 05/13/2025 | 05/19/2025 | 05/19/2025 | 05/23/2025 |
| BW/BH/BI 12 | 05/18/2025 - 05/31/2025 | 05/26/2025 | 05/27/2025 | 06/02/2025 | 06/02/2025 | 06/06/2025 |
| BW/BH/BI 13 | 06/01/2025 - 06/14/2025 | 06/09/2025 | 06/10/2025 | 06/16/2025 | 06/16/2025 | 06/20/2025 |
| BW/BH/BI 14 | 06/15/2025 - 06/28/2025 | 06/23/2025 | 06/24/2025 | 06/30/2025 | 06/30/2025 | 07/03/2025 |
| BW/BH/BI 15 | 06/29/2025 - 07/12/2025 | 07/07/2025 | 07/08/2025 | 07/14/2025 | 07/14/2025 | 07/17/2025 |
| BW/BH/BI 16 | 07/13/2025 - 07/26/2025 | 07/21/2025 | 07/22/2025 | 07/28/2025 | 07/28/2025 | 07/31/2025 |
| BW/BH/BI 17 | 07/27/2025 - 08/09/2025 | 08/04/2025 | 08/05/2025 | 08/11/2025 | 08/11/2025 | 08/14/2025 |
| BW/BH/BI 18 | 08/10/2025 - 08/23/2025 | 08/18/2025 | 08/19/2025 | 08/25/2025 | 08/25/2025 | 08/28/2025 |
| BW/BH/BI 19 | 08/24/2025 - 09/06/2025 | 09/01/2025 | 09/02/2025 | 09/08/2025 | 09/08/2025 | 09/11/2025 |
| BW/BH/BI 20 | 09/07/2025 - 09/20/2025 | 09/15/2025 | 09/16/2025 | 09/22/2025 | 09/22/2025 | 09/25/2025 |
| BW/BH/BI 21 | 09/21/2025 - 10/04/2025 | 09/29/2025 | 09/30/2025 | 10/06/2025 | 10/06/2025 | 10/09/2025 |
| BW/BH/BI 22 | 10/05/2025 - 10/18/2025 | 10/13/2025 | 10/14/2025 | 10/20/2025 | 10/20/2025 | 10/23/2025 |
| BW/BH/BI 23 | 10/19/2025 - 11/01/2025 | 10/27/2025 | 10/28/2025 | 11/03/2025 | 11/03/2025 | 11/06/2025 |
| BW/BH/BI 24 | 11/02/2025 - 11/15/2025 | 11/10/2025 | 11/11/2025 | 11/17/2025 | 11/17/2025 | 11/20/2025 |
| BW/BH/BI 25 | 11/16/2025 - 11/29/2025 | 11/24/2025 | 11/25/2025 | 12/01/2025 | 12/01/2025 | 12/04/2025 |
| BW/BH/BI 26 | 11/30/2025 - 12/13/2025 | 12/08/2025 | 12/09/2025 | 12/15/2025 | 12/15/2025 | 12/18/2025 |

* 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 10/28/24