

**2025 MONTHLY PAYROLL CALENDAR**

Payroll ID and Number	Period Covered	HR Deadline	*NEW DEADLINE* Payroll Deadline	*NEW DEADLINE* Employee Leave Report	*NEW DEADLINE* Approver Leave Report	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.	Submission Before 5:00 PM (a)	Approval Before 5:00 PM (a)	
MO/MH/MI 01	12/01/2024 - 12/31/2024	<b>12/13/2024*</b>	<b>12/13/2024*</b>	01/05/2025	01/10/2025	01/02/2025
MO/MH/MI 02	01/01/2025 - 01/31/2025	01/17/2025	01/22/2025	02/05/2025	02/10/2025	02/03/2025
MO/MH/MI 03	02/01/2025 - 02/28/2025	02/18/2025	02/20/2025	03/05/2025	03/10/2025	03/03/2025
MO/MH/MI 04	03/01/2025 - 03/31/2025	03/19/2025	03/21/2025	04/05/2025	04/10/2025	04/01/2025
MO/MH/MI 05	04/01/2025 - 04/30/2025	04/18/2025	04/22/2025	05/05/2025	05/10/2025	05/01/2025
MO/MH/MI 06	05/01/2025 - 05/31/2025	05/19/2025	05/21/2025	06/05/2025	06/10/2025	06/02/2025
MO/MH/MI 07	06/01/2025 - 06/30/2025	06/17/2025	06/20/2025	07/05/2025	07/10/2025	07/01/2025
MO/MH/MI 08	07/01/2025 - 07/31/2025	07/21/2025	07/23/2025	08/05/2025	08/10/2025	08/01/2025
MO/MH/MI 09	08/01/2025 - 08/31/2025	08/18/2025	08/20/2025	09/05/2025	09/10/2025	<b>09/02/2025</b>
MO/MH/MI 10	09/01/2025 - 09/30/2025	09/18/2025	09/22/2025	10/05/2025	10/10/2025	10/01/2025
MO/MH/MI 11	10/01/2025 - 10/31/2025	10/21/2025	10/23/2025	11/05/2025	11/10/2025	11/03/2025
MO/MH/MI 12	11/01/2025 - 11/30/2025	11/17/2025	11/19/2025	12/05/2025	12/10/2025	12/01/2025

\* Deadline change takes affect 1/1/2025

(a) Note - Departmental deadlines may be earlier than payroll deadlines, please always verify with your supervisor.  
9/1/2025 - Federal Reserve Holiday - Pay Date 9/2/25

Dates may be subject to change due to unforeseen circumstances

Revised 11/18/24