

## **2025 Time Sheets Due Date Schedule**

Listed below are the pay periods, time sheet due dates, and designated pay dates for 2025.

**PLEASE NOTE: COMPLETION AND APPROVAL OF TIME SHEETS ARE DUE BY NOON ON THE DESIGNATED DUE DATE.**

**TIME SHEETS COMPLETED AND/OR APPROVED AFTER THE DUE DATE MAY NOT BE PROCESSED UNTIL THE NEXT PAYROLL. WHEN THE DUE DATE IS ON OR PRIOR TO THE END DATE OF THE PAY PERIOD, HOURS SHOULD BE ESTIMATED FOR THE CURRENT PAY PERIOD AND CAN BE ADJUSTED AS NECESSARY WITH THE FOLLOWING PAY PERIOD.**

<u>Payroll #</u>	<u>Pay Period</u>	<u>Time sheets Due</u>		<u>Pay Date</u>
		<u>Completed by</u>	<u>Approved by</u>	
25A	12/16/24 - 12/31/24	12/20/24	12/23/24	01/07/25
25B	01/01/25 - 01/15/25	01/14/25	01/15/25	01/22/25
25C	01/16/25 - 01/31/25	01/31/25	02/03/25	02/07/25
25D	02/01/25 - 02/15/25	02/13/25	02/14/25	02/21/25
25E	02/16/25 - 02/28/25	02/28/25	03/03/25	03/07/25
25F	03/01/25 - 03/15/25	03/14/25	03/17/25	03/21/25
25G	03/16/25 - 03/31/25	03/31/25	04/01/25	04/07/25
25H	04/01/25 - 04/15/25	04/14/25	04/15/25	04/22/25
25I	04/16/25 - 04/30/25	04/30/25	05/01/25	05/07/25
25J	05/01/25 - 05/15/25	05/15/25	05/16/25	05/22/25
25K	05/16/25 - 05/31/25	05/30/25	06/02/25	06/06/25
25L	06/01/25 - 06/15/25	06/13/25	06/16/25	06/23/25
25M	06/16/25 - 06/30/25	06/27/25	06/30/25	07/07/25
25N	07/01/25 - 07/15/25	07/15/25	07/16/25	07/22/25
25O	07/16/25 - 07/31/25	07/31/25	08/01/25	08/07/25
25P	08/01/25 - 08/15/25	08/15/25	08/18/25	08/22/25
25Q	08/16/25 - 08/31/25	08/29/25	09/02/25	09/08/25
25R	09/01/25 - 09/15/25	09/15/25	09/16/25	09/22/25
25S	09/16/25 - 09/30/25	09/30/25	10/01/25	10/07/25
25T	10/01/25 - 10/15/25	10/15/25	10/16/25	10/22/25
25U	10/16/25 - 10/31/25	10/31/25	11/03/25	11/07/25
25V	11/01/25 - 11/15/25	11/14/25	11/17/25	11/21/25
25W	11/16/25 - 11/30/25	12/01/25	12/02/25	12/08/25
25X	12/01/25 - 12/15/25	12/15/25	12/16/25	12/22/25

SCU paydays are currently the 7<sup>th</sup> (for work from the 16<sup>th</sup> to the end of the previous month) and the 22<sup>nd</sup> (for work from the 1<sup>st</sup> to the 15<sup>th</sup> of the current month). When the pay date falls on Saturday, the checks will be issued on the preceding Friday, and when the pay date falls on Sunday, the check will be issued on the following Monday.

**Payroll Advices are available on Workday.**

**Employees not set up with direct deposit as payment election will receive live check and will be mailed to address of record.**