

**Payroll Services
Time & Labor Cutoff Dates - 2025**

Payroll Cycle	Check Date	Time & Labor Cut off Dates Approve by 4pm
Salary	Friday - 01/03/2025	Tuesday - 12/24/2024 Early Cut Off
Hourly	Friday - 01/10/2025	Monday - 01/06/2025
Salary	Friday - 01/17/2025	Monday - 01/13/2025
Hourly	Friday - 01/24/2025	Sunday - 01/19/2025
Salary	Friday - 01/31/2025	Monday - 01/27/2025
Hourly	Friday - 02/07/2025	Monday - 02/03/2025
Salary	Friday - 02/14/2025	Monday - 02/10/2025
Hourly	Friday - 02/21/2025	Monday - 02/17/2025
Salary	Friday - 02/28/2025	Monday - 02/24/2025
Hourly	Friday - 03/07/2025	Monday - 03/03/2025
Salary	Friday - 03/14/2025	Monday - 03/10/2025
Hourly	Friday - 03/21/2025	Monday - 03/17/2025
Salary	Friday - 03/28/2025	Monday - 03/24/2025
Hourly	Friday - 04/04/2025	Monday - 03/31/2025
Salary	Friday - 04/11/2025	Monday - 04/07/2025
Hourly	Friday - 04/18/2025	Monday - 04/14/2025
Salary	Friday - 04/25/2025	Monday - 04/21/2025
Hourly	Friday - 05/02/2025	Monday - 04/28/2025
Salary	Friday - 05/09/2025	Monday - 05/05/2025
Hourly	Friday - 05/16/2025	Monday - 05/12/2025
Salary	Friday - 05/23/2025	Monday - 05/19/2025
Hourly	Friday - 05/30/2025	Sunday - 05/25/2025
Salary	Friday - 06/06/2025	Monday - 06/02/2025
Hourly	Friday - 06/13/2025	Monday - 06/09/2025
Salary	Wednesday - 06/18/2025	Friday - 06/13/2025
Hourly	Friday - 06/27/2025	Monday - 06/23/2025

- DATES ARE THROUGH JUNE 2025 IN ANTICIPATION OF THE NEW HR/ PAYROLL SYSTEM.
- The Time Admin process runs at 3am and 12 noon daily.
- You can approve time entered after the Time Admin process is run.
- Approve time daily to ensure that no hours are missed.
- Dates highlighted in yellow represent a change in the schedule due to a holiday.