

Payroll Services Time & Labor Cutoff Dates - 2025

Payroll Cycle	Check Date	Time & Labor Cut Off Dates **4pm**
Hourly	Friday - 08/08/2025	Monday - 08/04/2025
Salary	Friday - 08/15/2025	Monday - 08/11/2025
Hourly	Friday - 08/22/2025	Monday - 08/18/2025
Salary	Friday - 08/29/2025	Monday - 08/25/2025
Hourly	Friday - 09/05/2025	Sunday - 8/31/2025 Early Cut Off
Salary	Friday - 09/12/2025	Monday - 09/08/2025
Hourly	Friday - 09/19/2025	Monday - 09/15/2025
Salary	Friday - 09/26/2025	Monday - 09/22/2025
Hourly	Friday - 10/03/2025	Monday - 09/29/2025
Salary	Friday - 10/10/2025	Monday - 10/06/2025
Hourly	Friday - 10/17/2025	Monday - 10/13/2025
Salary	Friday - 10/24/2025	Monday - 10/20/2025
Hourly	Friday - 10/31/2025	Monday - 10/27/2025

- DATES ARE THROUGH OCTOBER 2025 IN ANTICIPATION OF THE NEW HR/ PAYROLL SYSTEM.
- The Time Admin process runs at 3 AM 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.