

Payroll Services Time & Labor Cutoff Dates - 2025

Payroll Cycle	Check Date	Time & Labor Cut Off Dates **4pm**
Salary	Friday - 05/23/2025	Monday - 05/19/2025
Hourly	Friday - 05/30/2025	Sunday - 05/25/2025 Early Cut Off
Salary	Friday - 06/06/2025	Monday - 06/02/2025
Hourly	Friday - 06/13/2025	Friday - 06/06/2025 Early Cut Off
Salary	Wednesday - 06/18/2025	Thursday - 06/12/2025 Early Cut Off
Hourly	Friday - 06/27/2025	Monday - 06/23/2025
Salary	Thursday - 07/03/2025	Sunday - 06/29/2025 Early Cut Off
Hourly	Friday - 07/11/2025	Monday - 07/07/2025
Salary	Friday - 07/18/2025	Monday - 07/14/2025
Hourly	Friday - 07/25/2025	Monday - 07/21/2025
Salary	Friday - 08/01/2025	Monday - 07/28/2025
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

- DATES ARE THROUGH SEPTEMBER 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.