

**PAYROLL CALENDAR
MONTHLY PAID EMPLOYEES
2025**

MONTHLY		
YEAR	PR #	CHECK DATE
2025	1	JAN 2 2025 THURSDAY
2025	2	JAN 31 2025 FRIDAY
2025	3	FEB 28 2025 FRIDAY
2025	4	APR 1 2025 TUESDAY
2025	5	MAY 1 2025 THURSDAY
2025	6	JUNE 2 2025 MONDAY
2025	7	JULY 1 2025 TUESDAY
2025	8	AUG 1 2025 FRIDAY
2025	9	SEPT 2 2025 TUESDAY
2025	10	OCT 1 2025 WEDNESDAY
2025	11	OCT 31 2025 FRIDAY
2025	12	DEC 1 2025 MONDAY

**Monthly Leave Reports must be approved by 11:59 pm on the
5th of each month.**

**All changes to the monthly payroll must be delivered to HR prior
to the 20th of the month.**

Bold dates are payrolls that vary from the 1st of the month.