



## 2025 Payroll Schedule

<u>Dates Worked</u>	<u>Timesheets Due By</u> <u>Designee Approvals Due By</u>	<u>Pay Day</u>
January 1 <sup>st</sup> – 15 <sup>th</sup>	Thursday, January 16 <sup>th</sup>	Thursday, January 23 <sup>rd</sup>
January 16 <sup>th</sup> – 31 <sup>st</sup>	Saturday, February 1 <sup>st</sup>	Saturday, February 8 <sup>th</sup>
February 1 <sup>st</sup> – 15 <sup>th</sup>	Sunday, February 16 <sup>th</sup>	Sunday, February 23 <sup>rd</sup>
February 16 <sup>th</sup> – 28 <sup>th</sup>	Saturday, March 1 <sup>st</sup>	Saturday, March 8 <sup>th</sup>
March 1 <sup>st</sup> – 15 <sup>th</sup>	Sunday, March 16 <sup>th</sup>	Sunday, March 23 <sup>rd</sup>
March 16 <sup>th</sup> – 31 <sup>st</sup>	Tuesday, April 1 <sup>st</sup>	Tuesday, April 8 <sup>th</sup>
April 1 <sup>st</sup> – 15 <sup>th</sup>	Wednesday, April 16 <sup>th</sup>	Wednesday, April 23 <sup>rd</sup>
April 16 <sup>th</sup> – 30 <sup>th</sup>	Thursday, May 1 <sup>st</sup>	Thursday, May 8 <sup>th</sup>
May 1 <sup>st</sup> – 15 <sup>th</sup>	Friday, May 16 <sup>th</sup>	Friday, May 23 <sup>rd</sup>
May 16 <sup>th</sup> – 31 <sup>st</sup>	Sunday, June 1 <sup>st</sup>	Sunday, June 8 <sup>th</sup>
June 1 <sup>st</sup> – 15 <sup>th</sup>	Monday, June 16 <sup>th</sup>	Monday, June 23 <sup>rd</sup>
June 16 <sup>th</sup> – 30 <sup>th</sup>	Tuesday, July 1 <sup>st</sup>	Tuesday, July 8 <sup>th</sup>
July 1 <sup>st</sup> – 15 <sup>th</sup>	Wednesday, July 16 <sup>th</sup>	Wednesday, July 23 <sup>rd</sup>
July 16 <sup>th</sup> – 31 <sup>st</sup>	Friday, August 1 <sup>st</sup>	Friday, August 8 <sup>th</sup>
August 1 <sup>st</sup> – 15 <sup>th</sup>	Saturday, August 16 <sup>th</sup>	Saturday, August 23 <sup>rd</sup>
August 16 <sup>th</sup> – 31 <sup>st</sup>	Monday, September 1 <sup>st</sup>	Monday, September 8 <sup>th</sup>
September 1 <sup>st</sup> – 15 <sup>th</sup>	Tuesday, September 16 <sup>th</sup>	Tuesday, September 23 <sup>rd</sup>
September 16 <sup>th</sup> – 30 <sup>th</sup>	Wednesday, October 1 <sup>st</sup>	Wednesday, October 8 <sup>th</sup>
October 1 <sup>st</sup> – 15 <sup>th</sup>	Thursday, October 16 <sup>th</sup>	Thursday, October 23 <sup>rd</sup>
October 16 <sup>th</sup> – 31 <sup>st</sup>	Saturday, November 1 <sup>st</sup>	Saturday, November 8 <sup>th</sup>
November 1 <sup>st</sup> – 15 <sup>th</sup>	Sunday, November 16 <sup>th</sup>	Sunday, November 23 <sup>rd</sup>
November 16 <sup>th</sup> – 30 <sup>th</sup>	Monday, December 1 <sup>st</sup>	Monday, December 8 <sup>th</sup>
December 1 <sup>st</sup> – 15 <sup>th</sup>	Tuesday, December 16 <sup>th</sup>	Tuesday, December 23 <sup>rd</sup>
December 16 <sup>th</sup> – 31 <sup>st</sup>	Thursday, January 1 <sup>st</sup>	Thursday, January 8 <sup>th</sup>

Time sheets are due by 12 pm on the 1<sup>st</sup> and 16<sup>th</sup> of each month regardless of weekends or holidays. Your timesheets must accurately reflect the times you work and all required data must be complete in order for your timesheet to be accepted. Time sheets must be approved, and Electronically Signed by the Members Designee / Responsible Person to be accepted.

Late time sheets will be subject to a processing fee.

It is imperative that you remain aware of the number of hours that you are permitted to work with your assigned client(s) and do not exceed authorization limitations.