2025 Biweekly Hourly Payroll Schedule

Last verified by Mia Gomez on 08-26-2026

This pay schedule applies to 1205 Professional hourly, administrative hourly, Local 1205 Clerical, Local 94 Building Engineers, and SHENS-UAW hourly, as well as student employees (including students receiving stipends).

Unless otherwise noted, paychecks are issued on Fridays ("Check Date") and approvals must be submitted by the close of business on Fridays ("Department Approval Deadline"). Note that the first two paychecks of 2025 include time worked in 2024.

Missed the timesheet deadline?
Don't worry — the pay period will reopen. Timesheets unlock on the **Monday after payday** for that pay period.

Example: For the pay period 2/10/2025 – 2/23/2025, payday is March 7. The timesheet will unlock on Monday, March 10.

Pay Period	**Pay Period Start Date**	**Pay Period End Date**	**Check Date**	Time Tracking Open Time Entry	Time Tracking Lock Time Entry	**Department Approval Deadline (COB)**
1	12/16/2024	12/29/2024	1/10/2025	12/16/2024	12/30/2024	12/27/2024
2	12/30/2024	1/12/2025	1/24/2025	12/30 /2025	1/13/2025	1/10/2025

3	1/13/2025	1/26/2025	2/7/2025	1/13/2025	1/27/2025	1/24/2025
4	1/27/2025	2/9/2025	2/21/2025	1/27/2025	2/10/2025	2/7/2025
5	2/10/2025	2/23/2025	3/7/2025	2/10/2025	2/24/2025	2/21/2025
6	2/24/2025	3/9/2025	3/21/2025	2/24/2025	3/10/2025	3/7/2025
7	3/10/2025	3/23/2025	4/4/2025	3/10/2025	3/24/2025	3/21/2025
8	3/24/2025	4/6/2025	4/18/2025	3/24/2025	4/7/2025	4/4/2025
9	4/7/2025	4/20/2025	5/2/2025	4/7/2025	4/21/2025	4/18/2025
10	4/21/2025	5/4/2025	5/16/2025	4/21/2025	5/5/2025	5/2/2025
11	5/5/2025	5/18/2025	5/30/2025	5/5/2025	5/19/2025	5/16/2025

12	5/19/2025	6/1/2025	6/13/2025	5/19/2025	6/2/2025	5/30/2025
13	6/2/2025	6/15/2025	6/27/2025	6/2/2025	6/16/2025	6/13/2025
14	6/16/2025	6/29/2025	7/11/2025	6/16/2025	6/30/2025	6/27/2025
15	6/30/2025	7/13/2025	7/25/2025	6/30/2025	7/14/2025	7/11/2025
16	7/14/2025	7/27/2025	8/8/2025	7/14/2025	7/28/2025	7/25/2025
17	7/28/2025	8/10/2025	8/22/2025	7/28/2025	8/11/2025	8/8/2025
18	8/11/2025	8/24/2025	9/5/2025	8/11/2025	8/25/2025	8/22/2025
19	8/25/2025	9/7/2025	9/19/2025	8/25/2025	9/8/2025	9/5/2025
20	9/8/2025	9/21/2025	10/3/2025	9/8/2025	9/22/2025	9/19/2025

21	9/22/2025	10/5/2025	10/17/2025	9/22/2025	10/6/2025	10/3/2025
22	10/6/2025	10/19/2025	10/31/2025	10/6/2025	10/20/2025	10/17/2025
23	10/20/2025	11/2/2025	11/14/2025	10/20 /2025	11/3/2025	10/31/2025
24	11/3/2025	11/16/2025	11/26 /2025 (Wed)	11/3/2025	11/17/2025	11/14/2025
25	11/17/2025	11/30/2025	12/12/2025	11/17/2025	12/1/2025	11/26/2025 (Wed)
26	12/1/2025	12/14/2025	12/26 /2025	12/1/2025	12/15/2025	12/12/2025

* Department approval deadline is subject to change based on year-end processing.