

2025 Time Entry and Approval Deadlines

Time Worked	Employee Time Entry Deadline	Reports to Time Approval Deadline	Payday
December 16-31, 2024	January 2, 2025 at 8:00 a.m.	January 2, 2025 at 4:00 p.m.	January 10, 2025
January 1-15, 2025	January 17, 2025 at 8:00 a.m.	January 17, 2025 at 4:00 p.m.	January 24, 2025
January 16-31, 2025	February 3, 2025 at 8:00 a.m.	February 3, 2025 at 4:00 p.m.	February 10, 2025
February 1-15, 2025	February 18, 2025 at 8:00 a.m.	February 18, 2025 at 4:00 p.m.	February 25, 2025
February 16-28, 2025	March 3, 2025 at 8:00 a.m.	March 3, 2025 at 4:00 p.m.	March 10, 2025
March 1-15, 2025	March 18, 2025 at 8:00 a.m.	March 18, 2025 at 4:00 p.m.	March 25, 2025
March 16-31, 2025	March 27, 2025 at 8:00 a.m.	March 27, 2025 at 4:00 p.m.	April 10, 2025
April 1-15, 2025	April 16, 2025 at 8:00 a.m.	April 16, 2025 at 4:00 p.m.	April 25, 2025
April 16-30, 2025	May 1, 2025 at 8:00 a.m.	May 1, 2025 at 4:00 p.m.	May 9, 2025
May 1-15, 2025	May 15, 2025 at 8:00 a.m.	May 15, 2025 at 4:00 p.m.	May 23, 2025
May 16-31, 2025	June 2, 2025 at 8:00 a.m.	June 2, 2025 at 4:00 p.m.	June 10, 2025
June 1-15, 2025	June 18, 2025 at 8:00 a.m.	June 18, 2025 at 4:00 p.m.	June 25, 2025
June 16-30, 2025	July 2, 2025 at 8:00 a.m.	July 2, 2025 at 4:00 p.m.	July 10, 2025
July 1-15, 2025	July 18, 2025 at 8:00 a.m.	July 18, 2025 at 4:00 p.m.	July 25, 2025
July 16-31, 2025	July 31, 2025 at 8:00 a.m.	July 31, 2025 at 4:00 p.m.	August 8, 2025
August 1-15, 2025	August 18, 2025 at 8:00 a.m.	August 18, 2025 at 4:00 p.m.	August 25, 2025
August 16-31, 2025	September 2, 2025 at 8:00 a.m.	September 2, 2025 at 4:00 p.m.	September 10, 2025
September 1-15, 2025	September 18, 2025 at 8:00 a.m.	September 18, 2025 at 4:00 p.m.	September 25, 2025
September 16-30, 2025	October 1, 2025 at 8:00 a.m.	October 1, 2025 at 4:00 p.m.	October 10, 2025
October 1-15, 2025	October 17, 2025 at 8:00 a.m.	October 17, 2025 at 4:00 p.m.	October 24, 2025
October 16-31, 2025	November 3, 2025 at 8:00 a.m.	November 3, 2025 at 4:00 p.m.	November 10, 2025
November 1-15, 2025	November 18, 2025 at 8:00 a.m.	November 18, 2025 at 4:00 p.m.	November 25, 2025
November 16-30, 2025	December 1, 2025 at 8:00 a.m.	December 1, 2025 at 4:00 p.m.	December 10, 2025
December 1-15, 2025	December 17, 2025 at 8:00 a.m.	December 17, 2025 at 4:00 p.m.	December 24, 2025