

Pay Number	Pay Period Start	Pay Period End	UKG Time Manager Approval Deadline	UKG HR Action Approval Deadline	Payroll Open Date	Payroll Close Date	Pay Date	2025 University Holidays
1	1/1/2025	1/15/2025	1/3/2025	1/7/2025	1/9/2025	1/13/2025	1/15/2025	New Years Day - 1/1
2	1/16/2025	1/31/2025	1/16/2025	1/23/2025	1/27/2025	1/29/2025	1/31/2025	MLK Day - 1/20
3	2/1/2025	2/15/2025	2/3/2025	2/6/2025	2/10/2025	2/12/2025	2/14/2025	
4	2/16/2025	2/28/2025	2/18/2025	2/20/2025	2/24/2025	2/26/2025	2/28/2025	Presidents Day - 2/17
5	3/1/2025	3/15/2025	3/3/2025	3/6/2025	3/10/2025	3/12/2025	3/14/2025	
6	3/16/2025	3/31/2025	3/17/2025	3/21/2025	3/25/2025	3/27/2025	3/31/2025	
7	4/1/2025	4/15/2025	4/1/2025	4/7/2025	4/9/2025	4/11/2025	4/15/2025	
8	4/16/2025	4/30/2025	4/16/2025	4/22/2025	4/24/2025	4/28/2025	4/30/2025	
9	5/1/2025	5/15/2025	5/1/2025	5/7/2025	5/9/2025	5/13/2025	5/15/2025	
10	5/16/2025	5/31/2025	5/16/2025	5/21/2025	5/23/2025	5/28/2025	5/30/2025	Memorial Day - 5/26
11	6/1/2025	6/15/2025	6/2/2025	6/5/2025	6/9/2025	6/11/2025	6/13/2025	
12	6/16/2025	6/30/2025	6/16/2025	6/18/2025	6/24/2025	6/26/2025	6/30/2025	Juneteenth - 6/19
13	7/1/2025	7/15/2025	7/1/2025	7/7/2025	7/9/2025	7/11/2025	7/15/2025	Independents Day - 7/4
14	7/16/2025	7/31/2025	7/16/2025	7/23/2025	7/25/2025	7/29/2025	7/31/2025	
15	8/1/2025	8/15/2025	8/1/2025	8/7/2025	8/11/2025	8/13/2025	8/15/2025	
16	8/16/2025	8/31/2025	8/18/2025	8/21/2025	8/25/2025	8/27/2025	8/29/2025	
17	9/1/2025	9/15/2025	9/2/2025	9/5/2025	9/9/2025	9/11/2025	9/15/2025	Labor Day - 9/1
18	9/16/2025	9/30/2025	9/16/2025	9/22/2025	9/24/2025	9/26/2025	9/30/2025	
19	10/1/2025	10/15/2025	10/1/2025	10/6/2025	10/8/2025	10/10/2025	10/15/2025	
20	10/16/2025	10/31/2025	10/16/2025	10/23/2025	10/27/2025	10/29/2025	10/31/2025	
21	11/1/2025	11/15/2025	11/3/2025	11/5/2025	11/7/2025	11/12/2025	11/14/2025	Veterans Day - 11/11
22	11/16/2025	11/30/2025	11/17/2025	11/18/2025	11/20/2025	11/24/2025	11/28/2025	Thanksgiving Break - 11/26, 11/27, 11/28
23	12/1/2025	12/15/2025	12/1/2025	12/5/2025	12/9/2025	12/11/2025	12/15/2025	
24	12/16/2025	12/31/2025	12/16/2025	12/16/2025	12/18/2025	12/22/2025	12/31/2025	Holiday Break - 12/24 thru 12/31
IMPORTANT NOTES:								
Semi-monthly pay cycle:								
All F/T Staff employees are paid to date- Time worked 1/1-1/15 is paid in the 1/15 pay cycle.								
Hourly (Nonexempt) employees are paid overtime one pay period in arrears - Overtime worked 1/1-1/15 is paid in the 1/31 pay cycle.								
P/T Staff & Students are paid all hours worked one pay period in arrears- Time worked 1/1-1/15 is paid in the 1/31 pay cycle.								