

January 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Holiday	2	3 Superusers 10:01 a.m. - Midnight	4
5	6 Payroll Processing SM1	7 Payroll Processing SM1	8	9	10 Payday	11
12	13	14	15 Time Sheets Due noon/Approvers 12:01 p.m.	16 Superusers 10:01 a.m. - Midnight	17 Payroll Processing SM2	18
19	20 Holiday	21 Payroll Processing SM2	22	23	24 Payday	25
26	27	28	29	30	31 Time Sheets Due noon/Approvers 12:01 p.m.	

February 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 Superusers 10:01 a.m. - Midnight	4 Payroll Processing SM3	5 Payroll Processing SM3	6	7	8
9	10 Payday	11	12	13	14 Time Sheets Due noon/Approvers 12:01 p.m.	15
16	17 Holiday	18 Superusers 10:01 a.m. - Midnight	19 Payroll Processing SM4	20 Payroll Processing SM4	21	22
23	24	25 Payday	26	27	28 Time Sheets Due noon/Approvers 12:01 p.m.	

March 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 Superusers 10:01 a.m. - Midnight	4 Payroll Processing SM5	5 Payroll Processing SM5	6	7	8
9	10 Payday	11	12	13	14 Time Sheets Due noon/Approvers 12:01 p.m.	15
16	17	18 Superusers 10:01 a.m. - Midnight	19 Payroll Processing SM6	20 Payroll Processing SM6	21 PTSOAs Due	22
23	24	25 Payday	26	27	28	29
30	31 Time Sheets Due noon/Approvers 12:01 p.m.					

April 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3 Superusers 10:01 a.m. - Midnight	4 Payroll Processing SM7	5
6	7 Payroll Processing SM7	8	9	10 Payday	11	12
13	14	15 Time Sheets Due noon/Approvers 12:01 p.m.	16	17	18 Superusers 10:01 a.m. - Midnight	19
20	21 Payroll Processing SM8	22 Payroll Processing SM8	23	24	25 Payday	26
27	28	29	30 Time Sheets Due noon/Approvers 12:01 p.m.			

May 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Superusers 10:01 a.m. - Midnight	2 Spring Conference	3
4	5 Payroll Processing SM9	6 Payroll Processing SM9	7	8	9 Payday	10
11	12	13	14	15 Time Sheets Due noon/Approvers 12:01 p.m.	16 Superusers 10:01 a.m. - Midnight	17
18	19 Payroll Processing SM10	20 Payroll Processing SM10	21	22	23 Payday	24
25	26 Holiday	27	28	29	30 Time Sheets Due noon/Approvers 12:01 p.m.	31

June 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3 Superusers 10:01 a.m. -Midnight	4 Payroll Processing SM11	5 Payroll Processing SM11	6	7
8	9	10 Payday	11	12	13 Time Sheets Due noon/Approvers 12:01 p.m.	14
15	16	17 Superusers 10:01 a.m. -Midnight	18 Payroll Processing SM12	19 Holiday	20 Payroll Processing SM12 PTSOAs Due	21
22	23	24	25 Payday	26	27 College Closed	28
29	30 Time Sheets Due noon/Approvers 12:01 p.m.					

July 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2 Superusers 10:01 a.m. -Midnight	3 Payroll Processing SM13	4 Holiday	5
6	7 Payroll Processing SM13	8	9	10 Payday	11 College Closed	12
13	14	15 Time Sheets Due noon/Approvers 12:01 p.m.	16	17 Superusers 10:01 a.m. -Midnight	18 College Closed	19
20	21 Payroll Processing SM14	22 Payroll Processing SM14	23	24	25 College Closed Payday	26
27	28	29	30	31 Time Sheets Due noon. Approvers & Superusers 12:01 p.m. -Midnight		

August 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 College Closed	2
3	4 Payroll Processing SM15	5 Payroll Processing SM15	6	7	8 College Closed Payday	9
10	11	12	13	14 Time Sheets Due noon. Approvers & Superusers 12:01 p.m. -Midnight	15 College Closed	16
17	18 Payroll Processing SM16	19 Payroll Processing SM16	20	21	22 College Closed	23
24	25 Payday	26	27	28 Time Sheets Due noon/Approvers 12:01 p.m.	29 College Closed	30
31						

September 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Holiday	2	3 Superusers 10:01 a.m. -Midnight	4 Payroll Processing SM17	5 Payroll Processing SM17	6
7	8	9	10 Payday	11	12	13
14	15 Time Sheets Due noon/Approvers 12:01 p.m.	16	17	18 Superusers 10:01 a.m. -Midnight	19 Payroll Processing SM18 PTSOAs Due	20
21	22 Payroll Processing SM18	23	24	25 Payday In-service	26	27
28	29	30 Time Sheets Due noon/Approvers 12:01 p.m.				

October 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3 Superusers 10:01 a.m. - Midnight	4
5	6 Payroll Processing SM19	7 Payroll Processing SM19	8	9	10 Payday	11
12	13	14	15 Time Sheets Due noon/Approvers 12:01 p.m.	16	17 Superusers 10:01 a.m. - Midnight	18
19	20 Payroll Processing SM20	21 Payroll Processing SM20	22	23	24 Payday	25
26	27	28	29	30	31 Time Sheets Due noon/Approvers 12:01 p.m.	

November 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 Superusers 10:01 a.m. - Midnight	4 Payroll Processing SM21	5 Payroll Processing SM21	6	7	8
9	10 Payday	11 Holiday	12	13	14 Time Sheets Due noon/Approvers 12:01 p.m.	15
16	17	18 Superusers 10:01 a.m. - Midnight	19 Payroll Processing SM22	20 Payroll Processing SM22	21	22
23	24	25 Payday	26 Time Sheets Due noon/Approvers 12:01 p.m.	27 Holiday	28 Holiday	29
30						

December 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3 Superusers 10:01 a.m. - Midnight	4 Payroll Processing SM23	5 Payroll Processing SM23	6
7	8	9	10 Payday	11	12	13
14	15 Time Sheets Due noon/Approvers 12:01 p.m.	16 Superusers 10:01 a.m. - Midnight	17 Payroll Processing SM24	18 Payroll Processing SM24	19 PTSOAs Due	20
21	22	23 Payday	24 Holiday	25 Holiday	26 Holiday	27
28	29	30	31 Time Sheets Due noon/Approvers 12:01 p.m.			