



2025 Semi-Monthly Payroll Calendar

Timesheets must be approved by both the team member and their manager no later than the due date.

Pay Period Range	Approval Due Date	Paydate	Timesheets Reopen for Retro
12/16/24 → 12/31/24	10:00AM EST on 01/02/25	01/07/25	01/08/25
01/01/25 → 01/15/25	12:00PM EST on 01/16/25	01/22/25	01/23/25
01/16/25 → 01/31/25	12:00PM EST on 02/03/25	02/07/25	02/08/25
02/01/25 → 02/15/25	10:00AM EST on 02/18/25	02/21/25	02/22/25
02/16/25 → 02/28/25	12:00PM EST on 03/03/25	03/07/24	03/08/24
03/01/25 → 03/15/25	12:00PM EST on 03/17/25	03/21/25	03/22/25
03/16/25 → 03/31/25	12:00PM EST on 04/01/25	04/07/25	04/08/25
04/01/25 → 04/15/25	12:00PM EST on 04/16/25	04/22/25	04/23/25
04/16/25 → 04/30/25	12:00PM EST on 05/01/25	05/07/25	05/08/25
05/01/25 → 05/15/25	12:00PM EST on 05/16/25	05/22/25	05/23/25
05/16/25 → 05/31/25	12:00PM EST on 06/02/25	06/06/25	06/07/25
06/01/25 → 06/15/25	10:00AM EST on 06/16/25	06/20/25	06/21/25
06/16/25 → 06/30/25	10:00AM EST on 07/01/25	07/07/25	07/08/25
07/01/25 → 07/15/25	12:00PM EST on 07/16/25	07/22/25	07/23/25
07/16/25 → 07/31/25	12:00PM EST on 08/01/25	08/07/25	08/08/25
08/01/25 → 08/15/25	12:00PM EST on 08/18/25	08/22/25	08/23/25
08/16/25 → 08/31/25	10:00AM EST on 09/02/25	09/05/25	09/06/25
09/01/25 → 09/15/25	12:00PM EST on 09/16/25	09/22/25	09/23/25
09/16/25 → 09/30/25	12:00PM EST on 10/01/25	10/07/25	10/08/25
10/01/25 → 10/15/25	12:00PM EST on 10/16/25	10/22/25	10/23/25
10/16/25 → 10/31/25	12:00PM EST on 11/03/25	11/07/25	11/08/25
11/01/25 → 11/15/25	12:00PM EST on 11/17/25	11/21/25	11/22/25
11/16/25 → 11/30/25	12:00PM EST on 12/01/25	12/05/25	12/06/25
12/01/25 → 12/15/25	12:00PM EST on 12/16/25	12/22/25	12/23/25
12/16/25 → 12/31/25	10:00AM EST on 01/02/26	01/07/26	01/08/26

****Early Timesheet Submission due to bank holidays. Please plan accordingly.**