

## Contract Employee Payroll Schedule

| Employee Deadline to Enter Time | Manager Deadline to Approve Time | Paydate                      | Pay Period # |
|---------------------------------|----------------------------------|------------------------------|--------------|
| Tuesday, January 21, 2025       | Wednesday, January 22, 2025      | Friday, January 31, 2025     | 1            |
| Tuesday, February 18, 2025      | Wednesday, February 19, 2025     | Friday, February 28, 2025    | 2            |
| Wednesday, March 19, 2025       | Thursday, March 20, 2025         | Monday, March 31, 2025       | 3            |
| Friday, April 18, 2025          | Monday, April 21, 2025           | Wednesday, April 30, 2025    | 4            |
| Monday, May 19, 2025            | Tuesday, May 20, 2025            | Friday, May 30, 2025         | 5            |
| Tuesday, June 17, 2025          | Wednesday, June 18, 2025         | Monday, June 30, 2025        | 6            |
| Monday, July 21, 2025           | Tuesday, July 22, 2025           | Thursday, July 31, 2025      | 7            |
| Tuesday, August 19, 2025        | Wednesday, August 20, 2025       | Friday, August 29, 2025      | 8            |
| Thursday, September 18, 2025    | Friday, September 19, 2025       | Tuesday, September 30, 2025  | 9            |
| Tuesday, October 21, 2025       | Wednesday, October 22, 2025      | Friday, October 31, 2025     | 10           |
| Friday, November 14, 2025       | Monday, November 17, 2025        | Wednesday, November 26, 2025 | 11           |
| Thursday, December 4, 2025      | Friday, December 5, 2025         | Tuesday, December 16, 2025   | 12           |