

Contract Employee Payroll Schedule

Deadline to HR for All Contract Transactions	Deadline to Request Manual Checks	Contract Paylines Open	Employee Deadline to Enter Time	Manager Deadline to Approve Time	Payroll Transmittal	Paydate	Pay Period #
Wednesday, December 11, 2024	Friday, January 24, 2025	Tuesday, January 21, 2025	Tuesday, January 21, 2025	Wednesday, January 22, 2025	Tuesday, January 28, 2025	Friday, January 31, 2025	1
Tuesday, January 21, 2025	Friday, February 21, 2025	Tuesday, February 18, 2025	Tuesday, February 18, 2025	Wednesday, February 19, 2025	Tuesday, February 25, 2025	Friday, February 28, 2025	2
Thursday, February 20, 2025	Friday, March 21, 2025	Wednesday, March 19, 2025	Wednesday, March 19, 2025	Thursday, March 20, 2025	Wednesday, March 26, 2025	Monday, March 31, 2025	3
Monday, March 24, 2025	Friday, April 18, 2025	Friday, April 18, 2025	Friday, April 18, 2025	Monday, April 21, 2025	Friday, April 25, 2025	Wednesday, April 30, 2025	4
Tuesday, April 22, 2025	Friday, May 16, 2025	Monday, May 19, 2025	Monday, May 19, 2025	Tuesday, May 20, 2025	Tuesday, May 27, 2025	Friday, May 30, 2025	5
Wednesday, May 21, 2025	Friday, June 20, 2025	Tuesday, June 17, 2025	Tuesday, June 17, 2025	Wednesday, June 18, 2025	Wednesday, June 25, 2025	Monday, June 30, 2025	6
Friday, June 20, 2025	Friday, July 18, 2025	Monday, July 21, 2025	Monday, July 21, 2025	Tuesday, July 22, 2025	Monday, July 28, 2025	Thursday, July 31, 2025	7
Wednesday, July 23, 2025	Friday, August 22, 2025	Tuesday, August 19, 2025	Tuesday, August 19, 2025	Wednesday, August 20, 2025	Tuesday, August 26, 2025	Friday, August 29, 2025	8
Friday, August 22, 2025	Friday, September 19, 2025	Thursday, September 18, 2025	Thursday, September 18, 2025	Friday, September 19, 2025	Thursday, September 25, 2025	Tuesday, September 30, 2025	9
Wednesday, September 24, 2025	Friday, October 24, 2025	Tuesday, October 21, 2025	Tuesday, October 21, 2025	Wednesday, October 22, 2025	Tuesday, October 28, 2025	Friday, October 31, 2025	10
Monday, October 20, 2025	Friday, November 14, 2025	Friday, November 14, 2025	Friday, November 14, 2025	Monday, November 17, 2025	Friday, November 21, 2025	Wednesday, November 26, 2025	11
Friday, November 7, 2025	Friday, December 5, 2025	Thursday, December 4, 2025	Thursday, December 4, 2025	Friday, December 5, 2025	Thursday, December 11, 2025	Tuesday, December 16, 2025	12