

**B1 Payroll Schedule**  
**January 2025 - December 2025**

Period	Start Date	End Date	Pay	Payroll Run Day	Deadlines are 5:00 PM	
					Manager Timecard Approval Deadline	Deadline for Documents to HRSC to Meet Payroll
1 2025 Bi-Week	15-Dec-24	28-Dec-24	03-Jan-25	30-Dec-24	29-Dec-24	15-Dec-24
2 2025 Bi-Week	29-Dec-24	11-Jan-25	17-Jan-25	14-Jan-25	13-Jan-25	29-Dec-24
3 2025 Bi-Week	12-Jan-25	25-Jan-25	31-Jan-25	28-Jan-25	27-Jan-25	12-Jan-25
4 2025 Bi-Week	26-Jan-25	08-Feb-25	14-Feb-25	11-Feb-25	10-Feb-25	26-Jan-25
5 2025 Bi-Week	09-Feb-25	22-Feb-25	28-Feb-25	25-Feb-25	24-Feb-25	09-Feb-25
6 2025 Bi-Week	23-Feb-25	08-Mar-25	14-Mar-25	11-Mar-25	10-Mar-25	23-Feb-25
7 2025 Bi-Week	09-Mar-25	22-Mar-25	28-Mar-25	25-Mar-25	24-Mar-25	09-Mar-25
8 2025 Bi-Week	23-Mar-25	05-Apr-25	11-Apr-25	08-Apr-25	3-Apr-25	23-Mar-25
9 2025 Bi-Week	06-Apr-25	19-Apr-25	25-Apr-25	22-Apr-25	21-Apr-25	06-Apr-25
10 2025 Bi-Week	20-Apr-25	03-May-25	09-May-25	06-May-25	5-May-25	20-Apr-25
11 2025 Bi-Week	04-May-25	17-May-25	23-May-25	20-May-25	16-May-25	04-May-25
12 2025 Bi-Week	18-May-25	31-May-25	06-Jun-25	03-Jun-25	2-Jun-25	18-May-25
13 2025 Bi-Week	01-Jun-25	14-Jun-25	20-Jun-25	17-Jun-25	16-Jun-25	01-Jun-25
14 2025 Bi-Week	15-Jun-25	28-Jun-25	04-Jul-25	30-Jun-25	27-Jun-25	15-Jun-25
15 2025 Bi-Week	29-Jun-25	12-Jul-25	18-Jul-25	15-Jul-25	14-Jul-25	29-Jun-25
16 2025 Bi-Week	13-Jul-25	26-Jul-25	01-Aug-25	29-Jul-25	28-Jul-25	13-Jul-25
17 2025 Bi-Week	27-Jul-25	09-Aug-25	15-Aug-25	12-Aug-25	11-Aug-25	27-Jul-25
18 2025 Bi-Week	10-Aug-25	23-Aug-25	29-Aug-25	26-Aug-25	25-Aug-25	10-Aug-25
19 2025 Bi-Week	24-Aug-25	06-Sep-25	12-Sep-25	09-Sep-25	8-Sep-25	24-Aug-25
20 2025 Bi-Week	07-Sep-25	20-Sep-25	26-Sep-25	23-Sep-25	22-Sep-25	07-Sep-25
21 2025 Bi-Week	21-Sep-25	04-Oct-25	10-Oct-25	07-Oct-25	6-Oct-25	21-Sep-25
22 2025 Bi-Week	05-Oct-25	18-Oct-25	24-Oct-25	21-Oct-25	20-Oct-25	05-Oct-25
23 2025 Bi-Week	19-Oct-25	01-Nov-25	07-Nov-25	04-Nov-25	3-Nov-25	19-Oct-25
24 2025 Bi-Week	02-Nov-25	15-Nov-25	21-Nov-25	18-Nov-25	17-Nov-25	02-Nov-25
25 2025 Bi-Week	16-Nov-25	29-Nov-25	05-Dec-25	02-Dec-25	1-Dec-25	16-Nov-25
26 2025 Bi-Week	30-Nov-25	13-Dec-25	19-Dec-25	16-Dec-25	16-Dec-25	30-Nov-25

**\*\* See Communication regarding Fiscal Year End Timecard Requirements**