

**B2 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	3-Jan-25	29-Dec-24	27-Dec-24	15-Dec-24
2 2025 Bi-Week	29-Dec-24	11-Jan-25	17-Jan-25	12-Jan-25	9-Jan-25	29-Dec-24
3 2025 Bi-Week	12-Jan-25	25-Jan-25	31-Jan-25	26-Jan-25	23-Jan-25	12-Jan-25
4 2025 Bi-Week	26-Jan-25	8-Feb-25	14-Feb-25	9-Feb-25	6-Feb-25	26-Jan-25
5 2025 Bi-Week	9-Feb-25	22-Feb-25	28-Feb-25	23-Feb-25	20-Feb-25	9-Feb-25
6 2025 Bi-Week	23-Feb-25	8-Mar-25	14-Mar-25	9-Mar-25	6-Mar-25	23-Feb-25
7 2025 Bi-Week	9-Mar-25	22-Mar-25	28-Mar-25	23-Mar-25	20-Mar-25	9-Mar-25
8 2025 Bi-Week	23-Mar-25	5-Apr-25	11-Apr-25	6-Apr-25	3-Apr-25	23-Mar-25
9 2025 Bi-Week	6-Apr-25	19-Apr-25	25-Apr-25	20-Apr-25	17-Apr-25	6-Apr-25
10 2025 Bi-Week	20-Apr-25	3-May-25	9-May-25	4-May-25	1-May-25	20-Apr-25
11 2025 Bi-Week	4-May-25	17-May-25	23-May-25	18-May-25	15-May-25	4-May-25
12 2025 Bi-Week	18-May-25	31-May-25	6-Jun-25	1-Jun-25	29-May-25	18-May-25
13 2025 Bi-Week	1-Jun-25	14-Jun-25	20-Jun-25	15-Jun-25	12-Jun-25	1-Jun-25
14 2025 Bi-Week	15-Jun-25	28-Jun-25	4-Jul-25	29-Jun-25	26-Jun-25	15-Jun-25
15 2025 Bi-Week	29-Jun-25	12-Jul-25	18-Jul-25	13-Jul-25	10-Jul-25	29-Jun-25
16 2025 Bi-Week	13-Jul-25	26-Jul-25	1-Aug-25	27-Jul-25	24-Jul-25	13-Jul-25
17 2025 Bi-Week	27-Jul-25	9-Aug-25	15-Aug-25	10-Aug-25	7-Aug-25	27-Jul-25
18 2025 Bi-Week	10-Aug-25	23-Aug-25	29-Aug-25	24-Aug-25	21-Aug-25	10-Aug-25
19 2025 Bi-Week	24-Aug-25	6-Sep-25	12-Sep-25	7-Sep-25	4-Sep-25	24-Aug-25
20 2025 Bi-Week	7-Sep-25	20-Sep-25	26-Sep-25	21-Sep-25	18-Sep-25	7-Sep-25
21 2025 Bi-Week	21-Sep-25	4-Oct-25	10-Oct-25	5-Oct-25	2-Oct-25	21-Sep-25
22 2025 Bi-Week	5-Oct-25	18-Oct-25	24-Oct-25	19-Oct-25	16-Oct-25	5-Oct-25
23 2025 Bi-Week	19-Oct-25	1-Nov-25	7-Nov-25	2-Nov-25	30-Oct-25	19-Oct-25
24 2025 Bi-Week	2-Nov-25	15-Nov-25	21-Nov-25	16-Nov-25	13-Nov-25	2-Nov-25
25 2025 Bi-Week	16-Nov-25	29-Nov-25	5-Dec-25	30-Nov-25	27-Nov-25	16-Nov-25
26 2025 Bi-Week	30-Nov-25	13-Dec-25	19-Dec-25	14-Dec-25	11-Dec-25	30-Nov-25

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