

## **2025 PAYROLL DEADLINE SCHEDULE**

### **Table of Contents**

**SEMI-MONTHLY** - Faculty, Lecturers, Instructors (FT & PT), Full-time Professional staff (Exempt), Research Assistants, Teaching Assistants, Adjuncts, and Doctorate Research Fellow.

**BI-WEEKLY** - Full-time Professionals (Non-Exempt), Part-time Professionals, Course Assistants, Interim Employees, Interim Students, Admin Fellows

**BI-WEEKLY** - Full-time and Part-time employees in positions represented by Local 2110

**WEEKLY** - Full-time and Part-time employees in positions represented by Local 707 and 32BJ

**2025 PAYROLL DEADLINE SCHEDULE (SEMI-MONTHLY)**

**Faculty, Lecturers, Instructors (FT/PT), Full-time Professional Staff (EXEMPT), Research Assistants, Teaching Assistants, Adjuncts and Doctorate Research Fellows on appointments**

NOTE: The following schedule establishes deadlines for receipt of complete Personnel Action Forms (PAFs) and electronic PAFs (ePAFs). PAFs submitted to the Controller’s Office *without the approval* signature(s) of the Originator, Supervisor, and/or the Vice Provost/President, Financial Aid (If Applicable) *may not be processed* per the following schedule.

<b>Start Date</b>	<b>End Date</b>	<b>Check Date</b>	<b>Pay Cycle #</b>	<b>Payroll Deadline for Departments: Transactions (PAF/ePAF) must reach Budget Office by 5pm</b>
1/1/2025	1/15/2025	1/15/2025	1	12/11/2024
1/16/2025	1/31/2025	1/31/2025	2	1/2/2025
2/1/2025	2/15/2025	2/14/2025	3	1/14/2025
2/16/2025	2/28/2025	2/28/2025	4	1/29/2025
3/1/2025	3/15/2025	3/14/2025	5	2/14/2025
3/16/2025	3/31/2025	3/31/2025	6	3/3/2025
4/1/2025	4/15/2025	4/15/2025	7	3/18/2025
4/16/2025	4/30/2025	4/30/2025	8	4/2/2025
5/1/2025	5/15/2025	5/15/2025	9	4/17/2025
5/16/2025	5/31/2025	5/30/2025	10	5/2/2025
6/1/2025	6/15/2025	6/13/2025	11	5/15/2025
6/16/2025	6/30/2025	6/30/2025	12	6/2/2025
7/1/2025	7/15/2025	7/15/2025	13	6/13/2025
7/16/2025	7/31/2025	7/31/2025	14	7/3/2025
8/1/2025	8/15/2025	8/15/2025	15	7/18/2025
8/16/2025	8/31/2025	8/29/2025	16	7/29/2025
9/1/2025	9/15/2025	9/15/2025	17	8/8/2025
9/16/2025	9/30/2025	9/30/2025	18	8/26/2025
10/1/2025	10/15/2025	10/15/2025	19	9/11/2025
10/16/2025	10/31/2025	10/31/2025	20	10/2/2025
11/1/2025	11/15/2025	11/14/2025	21	10/16/2025
11/16/2025	11/30/2025	11/26/2025	22	10/28/2025
12/1/2025	12/15/2025	12/15/2025	23	11/13/2025
12/16/2025	12/31/2025	12/23/2025	24	11/20/2025

**2025 PAYROLL DEADLINE SCHEDULE (BI-WEEKLY - B2 PAYROLL)**

**Full-Time Professionals NON-EXEMPT, Part-time Professional Employees, Course Assistants,  
Interim Employees, Interim Students and Admin Fellows  
Full-time and Part-time employees in positions represented by Local 2110**

NOTE: The following schedule establishes deadlines for receipt of complete Personnel Action Forms (PAFs) and electronic PAFs (ePAFs). PAFs submitted to the Controller's Office *without the approval* signature(s) of the Originator, Supervisor, and/or the Vice Provost/President, Financial Aid (If Applicable) *may not be processed* per the following schedule.

<b>End Date</b>	<b>Check Date</b>	<b>Pay Cycle #</b>	<b>Payroll Deadline for Departments: Transactions must reach Budget Office by 5pm</b>	<b>Deadline for Employees: Time Sheets must be submitted no later than NOON</b>	<b>Deadline for Approvers: Time Sheets must be approved no later than NOON</b>
1/5/2025	1/10/2025	1	12/11/2024	1/6/2025	1/7/2025
1/19/2025	1/24/2025	2	1/2/2025	1/17/2025	1/21/2025
2/2/2025	2/7/2025	3	1/13/2025	2/3/2025	2/4/2025
2/16/2025	2/21/2025	4	1/28/2025	2/17/2025	2/18/2025
3/2/2025	3/7/2025	5	2/11/2025	3/3/2025	3/4/2025
3/16/2025	3/20/2025	6	2/27/2025	3/13/2025	3/14/2025
3/30/2025	4/4/2025	7	3/12/2025	3/31/2025	4/1/2025
4/13/2025	4/18/2025	8	3/27/2025	4/14/2025	4/15/2025
4/27/2025	5/2/2025	9	4/10/2025	4/28/2025	4/29/2025
5/11/2025	5/16/2025	10	4/24/2025	5/12/2025	5/13/2025
5/25/2025	5/30/2025	11	5/8/2025	5/23/2025	5/27/2025
6/8/2025	6/13/2025	12	5/21/2025	6/9/2025	6/10/2025
6/22/2025	6/27/2025	13	6/4/2025	6/23/2025	6/24/2025
7/6/2025	7/11/2025	14	6/18/2025	7/7/2025	7/8/2025
7/20/2025	7/25/2025	15	7/2/2025	7/21/2025	7/22/2025
8/3/2025	8/8/2025	16	7/17/2025	8/4/2025	8/5/2025
8/17/2025	8/22/2025	17	7/31/2025	8/18/2025	8/19/2025
8/31/2025	9/5/2025	18	8/11/2025	8/29/2025	9/2/2025
9/14/2025	9/19/2025	19	8/22/2025	9/15/2025	9/16/2025
9/28/2025	10/3/2025	20	9/8/2025	9/29/2025	9/30/2025
10/12/2025	10/17/2025	21	9/22/2025	10/13/2025	10/14/2025
10/26/2025	10/31/2025	22	10/9/2025	10/27/2025	10/28/2025
11/9/2025	11/14/2025	23	10/22/2025	11/10/2025	11/11/2025
11/23/2025	11/26/2025	24	11/6/2025	11/20/2025	11/21/2025
12/7/2025	12/12/2025	25	11/18/2025	12/8/2025	12/9/2025
12/21/2025	12/23/2025	26	12/1/2025	12/16/2025	12/17/2025

**2025 PAYROLL DEADLINE SCHEDULE (WEEKLY)**

**Full-time and Part-time employees in positions represented by Local 707 and Local 32BJ**

NOTE: The following schedule establishes deadlines for receipt of complete Personnel Action Forms (PAFs) and electronic PAFs (ePAFs). PAFs submitted to the Controller's Office *without the approval* signature(s) of the Originator, Supervisor, and/or the Vice Provost/President, Financial Aid (If Applicable) *may not be processed* per the following schedule.

<b>Start Date</b>	<b>End Date</b>	<b>Check Date</b>	<b>Pay Cycle #</b>	<b>Payroll Deadline for Departments: Transactions must reach Budget Office by 5pm</b>
12/23/2024	12/29/2024	1/3/2025	1	12/5/2024
12/30/2024	1/5/2025	1/10/2025	2	12/17/2024
1/6/2025	1/12/2025	1/17/2025	3	12/24/2024
1/13/2025	1/19/2025	1/24/2025	4	1/8/2025
1/20/2025	1/26/2025	1/31/2025	5	1/14/2025
1/27/2025	2/2/2025	2/7/2025	6	1/22/2025
2/3/2025	2/9/2025	2/14/2025	7	1/29/2025
2/10/2025	2/16/2025	2/21/2025	8	2/5/2025
2/17/2025	2/23/2025	2/28/2025	9	2/12/2025
2/24/2025	3/2/2025	3/7/2025	10	2/19/2025
3/3/2025	3/9/2025	3/14/2025	11	2/26/2025
3/10/2025	3/16/2025	3/20/2025	12	3/5/2025
3/17/2025	3/23/2025	3/28/2025	13	3/11/2025
3/24/2025	3/30/2025	4/4/2025	14	3/18/2025
3/31/2025	4/6/2025	4/11/2025	15	3/26/2025
4/7/2025	4/13/2025	4/18/2025	16	4/2/2025
4/14/2025	4/20/2025	4/25/2025	17	4/9/2025
4/21/2025	4/27/2025	5/2/2025	18	4/16/2025
4/28/2025	5/4/2025	5/9/2025	19	4/23/2025
5/5/2025	5/11/2025	5/16/2025	20	4/30/2025
5/12/2025	5/18/2025	5/23/2025	21	5/7/2025
5/19/2025	5/25/2025	5/30/2025	22	5/14/2025
5/26/2025	6/1/2025	6/6/2025	23	5/20/2025
6/2/2025	6/8/2025	6/13/2025	24	5/28/2025
6/9/2025	6/15/2025	6/20/2025	25	6/4/2025
6/16/2025	6/22/2025	6/27/2025	26	6/10/2025
6/23/2025	6/29/2025	7/3/2025	27	6/17/2025
6/30/2025	7/6/2025	7/11/2025	28	6/24/2025
7/7/2025	7/13/2025	7/18/2025	29	7/1/2025
7/14/2025	7/20/2025	7/25/2025	30	7/9/2025

**2025 WEEKLY PAYROLL DEADLINES – CONTINUED**

7/21/2025	7/27/2025	8/1/2025	31	7/16/2025
7/28/2025	8/3/2025	8/8/2025	32	7/23/2025
8/4/2025	8/10/2025	8/15/2025	33	7/30/2025
8/11/2025	8/17/2025	8/22/2025	34	8/6/2025
8/18/2025	8/24/2025	8/29/2025	35	8/13/2025
8/25/2025	8/31/2025	9/5/2025	36	8/20/2025
9/1/2025	9/7/2025	9/12/2025	37	8/26/2025
9/8/2025	9/14/2025	9/19/2025	38	9/3/2025
9/15/2025	9/21/2025	9/26/2025	39	9/10/2025
9/22/2025	9/28/2025	10/3/2025	40	9/17/2025
9/29/2025	10/5/2025	10/10/2025	41	9/24/2025
10/6/2025	10/12/2025	10/17/2025	42	10/1/2025
10/13/2025	10/19/2025	10/24/2025	43	10/8/2025
10/20/2025	10/26/2025	10/31/2025	44	10/15/2025
10/27/2025	11/2/2025	11/7/2025	45	10/22/2025
11/3/2025	11/9/2025	11/14/2025	46	10/28/2025
11/10/2025	11/16/2025	11/21/2025	47	11/5/2025
11/17/2025	11/23/2025	11/26/2025	48	11/12/2025
11/24/2025	11/30/2025	12/5/2025	49	11/17/2025
12/1/2025	12/7/2025	12/12/2025	50	11/24/2025
12/8/2025	12/14/2025	12/19/2025	51	12/3/2025
12/15/2025	12/21/2025	12/23/2025	52	12/8/2025

**2025 SUMMER PAYROLL DEADLINE SCHEDULE**  
FOR FULL-TIME FACULTY AND LECTURER APPOINTMENTS ONLY

<b>Summer Session</b>	<b>Payroll Start Date</b>	<b>Payroll End Date</b>	<b>Check Date</b>	<b>Pay Cycle #</b>	<b>Payroll Deadline for Departments: Transactions must reach Budget Office by 5pm</b>
<b>A</b>	5/22/2025	6/2/2025	6/6/2025	1	5/21/2025
	6/3/2025	7/2/2025	7/3/2025	2	6/17/2025
<b>B</b>	7/7/2025	8/1/2025	8/8/2025	1	7/24/2025
	8/4/2025	8/15/2025	8/29/2025	2	8/14/2025