

2025 PAYROLL PROCESSING SCHEDULE

	Payroll		'Start Date' to enter on Healthcare Deductions	Pay Period		Generate Time/Date	Key Entry		Key Entry		
Pay #	Warrant	Pay Date		Begin	End		Begin	End			
	Number			Date	Date		Time/Date	Time/Date			
	*Healthcare coverage starts the 1st of the month following the Hire Date of employment for eligible staff. Example: Hire Date of 1/9/2025, coverage starts 2/1/25. Enter 1/13/25 since this is the first day of the pay period associated with the first pay in February, 2/7/25. See column 4, 'Start Date'.										
						Monday, OFF Week		Tues, OFF Week		Tues, Pay Week	
1	011025	01/10/25	12/16/24	12/16/24	12/29/24	8:00 AM	12/31/24	9:00 AM	12/31/24	NOON	01/07/25
2	012425	01/24/25		12/30/24	01/12/25	4:00 PM	01/13/25	8:00 AM	01/14/24	NOON	01/21/25
3	020725	02/07/25	01/13/25	01/13/25	01/26/25	4:00 PM	01/27/25	8:00 AM	01/28/25	NOON	02/04/25
4	022125	02/21/25		01/27/25	02/09/25	4:00 PM	02/10/25	8:00 AM	02/11/25	NOON	02/18/25
5	030725	03/07/25	02/10/25	02/10/25	02/23/25	4:00 PM	02/24/25	8:00 AM	02/25/25	NOON	03/04/25
6	032125	03/21/25		02/24/25	03/09/25	4:00 PM	03/10/25	8:00 AM	03/11/25	NOON	03/18/25
7	040425	04/04/25	03/10/25	03/10/25	03/23/25	4:00 PM	03/24/25	8:00 AM	03/25/25	NOON	04/01/25
8	041825	04/18/25		03/24/25	04/06/25	4:00 PM	04/07/25	8:00 AM	04/08/25	NOON	04/15/25
9	050225	05/02/25	04/07/25	04/07/25	04/20/25	4:00 PM	04/21/25	8:00 AM	04/22/25	NOON	04/29/25
10	051625	05/16/25		04/21/25	05/04/25	4:00 PM	05/05/25	8:00 AM	05/06/25	NOON	05/13/25
11	053025	05/30/25		05/05/25	05/18/25	4:00 PM	05/19/25	8:00 AM	05/20/25	NOON	05/27/25
12	061325	06/13/25	05/19/25	05/19/25	06/01/25	4:00 PM	06/02/25	8:00 AM	06/03/25	NOON	06/10/25
13	062725	06/27/25		06/02/25	06/15/25	4:00 PM	06/16/25	8:00 AM	06/17/25	NOON	06/24/25
14	071125	07/11/25	06/16/25	06/16/25	06/29/25	4:00 PM	06/30/25	8:00 AM	07/01/25	NOON	07/08/25
15	072525	07/25/25		06/30/25	07/13/25	4:00 PM	07/14/25	8:00 AM	07/15/25	NOON	07/22/25
16	080825	08/08/25	07/14/25	07/14/25	07/27/25	4:00 PM	07/28/25	8:00 AM	07/29/25	NOON	08/05/25
17	082225	08/22/25		07/28/25	08/10/25	4:00 PM	08/11/25	8:00 AM	08/12/25	NOON	08/19/25
18	090525	09/05/25	08/11/25	08/11/25	08/24/25	4:00 PM	08/25/25	8:00 AM	08/26/25	NOON	09/02/25
19	091925	09/19/25		08/25/25	09/07/25	4:00 PM	09/08/25	8:00 AM	09/09/25	NOON	09/16/25
20	100325	10/03/25	09/08/25	09/08/25	09/21/25	4:00 PM	09/22/25	8:00 AM	09/23/25	NOON	09/30/25
21	101725	10/17/25		09/22/25	10/05/25	4:00 PM	10/06/25	8:00 AM	10/07/25	NOON	10/14/25
22	103125	10/31/25		10/06/25	10/19/25	4:00 PM	10/20/25	8:00 AM	10/21/25	NOON	10/28/25
23	111425	11/14/25	10/20/25	10/20/25	11/02/25	4:00 PM	11/03/25	8:00 AM	11/04/25	8:00 AM	11/12/25
24	112825	11/28/25		11/03/25	11/16/25	4:00 PM	11/17/25	8:00 AM	11/18/25	NOON	11/25/25
25	121225	12/12/25	11/17/25	11/17/25	11/30/25	4:00 PM	12/01/25	8:00 AM	12/02/25	NOON	12/09/25
26	122625	12/26/25		12/01/25	12/14/25	4:00 PM	12/15/25	8:00 AM	12/16/25	NOON	12/23/25
1	010926	01/09/26	12/15/25	12/15/25	12/28/25	4:00 PM	12/29/25	8:00 AM	12/30/25	NOON	01/06/26