



Arts and Sciences

2025 HR Paperwork Deadline Chart

Pay Period Ending	Deadline to Have Actions to College by Noon	Deadline to Have Actions to HR by Noon	Pay Day (Check Date)
Wednesday, January 15, 2025	Monday, December 2, 2024	Monday, December 9, 2024	January 15 (current) January 31 (lag)
Friday, January 31, 2025	Thursday, January 2, 2025	Wednesday, January 8, 2025	January 31 (current) February 14 (lag)
Sunday, February 15, 2025	Monday, January 13, 2025	Monday, January 20, 2025	February 14 (current) February 28 (lag)
Friday, February 28, 2025	Monday, January 27, 2025	Monday, February 3, 2025	February 28 (current) March 14 (lag)
Saturday, March 15, 2025	Wednesday, February 12, 2025	Wednesday, February 19, 2025	March 14 (current) March 31 (lag)
Monday, March 31, 2025	Thursday, February 27, 2025	Thursday, March 6, 2025	March 31 (current) April 15 (lag)
Tuesday, April 15, 2025	Friday, March 14, 2025	Friday, March 21, 2025	April 15 (current) April 30 (lag)
Wednesday, April 30, 2025	Monday, March 31, 2025	Monday, April 7, 2025	April 30 (current) May 15 (lag)
Thursday, May 15, 2025	Monday, April 14, 2025	Monday, April 21, 2025	May 15 (current) May 30 (lag)
Saturday, May 31, 2025	Tuesday, April 29, 2025	Tuesday, May 6, 2025	May 30 (current) June 13 (lag)
Sunday, June 15, 2025	Wednesday, May 14, 2025	Wednesday, May 21, 2025	June 13 (current) June 30 (lag)
Monday, June 30, 2025	Thursday, May 29, 2025	Thursday, June 5, 2025	June 30 (current) July 15 (lag)
Tuesday, July 15, 2025	Friday, June 13, 2025	Friday, June 20, 2025	July 15 (current) July 31 (lag)
Thursday, July 31, 2025	Tuesday, July 1, 2025	Tuesday, July 8, 2025	July 31 (current) August 15 (lag)
Friday, August 15, 2025	Monday, July 14, 2025	Monday, July 21, 2025	August 15 (current) August 29 (lag)
Sunday, August 31, 2025	Tuesday, July 29, 2025	Tuesday, August 5, 2025	August 29 (current) September 15 (lag)
Monday, September 15, 2025	Tuesday, August 12, 2025	Tuesday, August 19, 2025	September 15 (current) September 30 (lag)
Tuesday, September 30, 2025	Friday, August 29, 2025	Friday, September 5, 2025	September 30 (current) October 15 (lag)
Wednesday, October 15, 2025	Monday, September 15, 2025	Monday, September 22, 2025	October 15 (current) October 31 (lag)
Friday, October 31, 2025	Wednesday, October 1, 2025	Wednesday, October 8, 2025	October 31 (current) November 14 (lag)
Saturday, November 15, 2025	Wednesday, October 15, 2025	Wednesday, October 22, 2025	November 14 (current) November 25 (lag)
Sunday, November 30, 2025	Monday, October 27, 2025	Monday, November 3, 2025	November 25 (current) December 15 (lag)
Monday, December 15, 2025	Monday, November 10, 2025	Monday, November 17, 2025	December 15 (current) December 22 (lag)
Tuesday, December 31, 2024	Wednesday, November 19, 2025	Wednesday, November 26, 2025	December 22 (current) January 15 (lag)

***During high volume periods, at the beginning and end of each academic semester, additional time may be required for processing.**

IMPORTANT: Actions received after these deadlines may not be processed until the next payroll. Separations and Leave Without Pay (LWOP) transactions received after the deadline may result in **salary overpayment** to the employee. **Please ensure reappointments for Research Grant/Time Limited employees are received by the deadline and prior to the end date of the position to ensure they do not auto-terminate.**