

2025 CUTOFF DATES FOR HOURLY AND SALARY EMPLOYEES

PAY PERIOD	TIME SUBMITTAL/ APPROVAL CUTOFF	HCM TRANSACTION COMPLETION CUTOFF	COSTING ALLOCATIONS CUTOFF	PAYROLL FINALIZED	PAY DATE
Dec 16 - Dec 31	01/06/2025	01/06/2025	01/07/2025	01/08/2025	01/10/2025
Jan 1 - Jan 15	01/21/2025	01/17/2025	01/21/2025	01/22/2025	01/24/2025
Jan 1 - Jan 31		01/17/2025	01/21/2025	01/28/2025	01/31/2025
Jan 16 - Jan 31	02/04/2025	02/04/2025	02/05/2025	02/06/2025	02/10/2025
Feb 1 - Feb 15	02/19/2025	02/19/2025	02/20/2025	02/21/2025	02/25/2025
Feb 1 - Feb 29		02/19/2025	02/20/2025	02/25/2025	02/28/2025
Feb 16 - Feb 29	03/04/2025	03/04/2025	03/05/2025	03/06/2025	03/10/2025
Mar 1 - Mar 15	03/19/2025	03/19/2025	03/20/2025	03/21/2025	03/25/2025
Mar 1 - Mar 31		03/19/2025	03/20/2025	03/26/2025	03/31/2025
Mar 16 - Mar 31	04/07/2025	04/04/2025	04/07/2025	04/08/2025	04/10/2025
April 1 - April 15	04/21/2025	04/21/2025	04/22/2025	04/23/2025	04/25/2025
April 1 - April 30		04/21/2025	04/22/2025	04/25/2025	04/30/2025
April 16 - April 30	05/05/2025	05/05/2025	05/06/2025	05/07/2025	05/09/2025
May 1 - May 15	05/19/2025	05/19/2025	05/20/2025	05/21/2025	05/23/2025
May 1 - May 31		05/19/2025	05/20/2025	05/27/2025	05/30/2025
May 16 - May 31	06/04/2025	06/04/2025	06/05/2025	06/06/2025	06/10/2025
Jun 1 - Jun 15	06/20/2025	06/19/2025	06/20/2025	06/23/2025	06/25/2025
Jun 1 - June 30		06/19/2025	06/20/2025	06/25/2025	06/30/2025
Jun 16 - Jun 30	07/07/2025	07/03/2025	07/07/2025	07/08/2025	07/10/2025

KEY

Pay Period: Length of time included in the current pay date

Time Submittal/Approval Cutoff: Applies to semi-monthly hourly and monthly non-exempt employees

HCM Transaction Completion Cutoff: Includes hires, job changes, compensation changes and time offs/leaves

Costing Allocations Cutoff: Changes approved by this cutoff will be included in the final calculation for the current pay period

Payroll Finalized: Date payroll will run final calculations and complete the payroll processing

Pay Date: Date by which funds are deposited and checks dated