

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
June 16 - June 30	07/07/2025	07/03/2025	07/07/2025	07/08/2025	07/10/2025
July 1 - July 15	07/21/2025	07/21/2025	07/22/2025	07/23/2025	07/25/2025
July 1 - July 31		07/21/2025	07/22/2025	07/28/2025	07/31/2025
July 16 - July 31	08/04/2025	08/04/2025	08/05/2025	08/06/2025	08/08/2025
Aug 1 - Aug 15	08/19/2025	08/19/2025	08/20/2025	08/21/2025	08/25/2025
Aug 1 - Aug 31		08/19/2025	08/20/2025	08/26/2025	08/29/2025
Aug 16 - Aug 31	09/05/2025	09/04/2025	09/05/2025	09/08/2025	09/10/2025
Sept 1 - Sept 15	09/22/2025	09/19/2025	09/22/2025	09/23/2025	09/25/2025
Sept 1 - Sept 30		09/19/2025	09/22/2025	09/25/2025	09/30/2025
Sept 16 - Sept 30	10/06/2025	10/06/2025	10/07/2025	10/08/2025	10/10/2025
Oct 1 - Oct 15	10/20/2025	10/20/2025	10/21/2025	10/22/2025	10/24/2025
Oct 1 - Oct 31		10/20/2025	10/21/2025	10/28/2025	10/31/2025
Oct 16 - Oct 31	11/04/2025	11/04/2025	11/05/2025	11/06/2025	11/10/2025
Nov 1 - Nov 15	11/19/2025	11/19/2025	11/20/2025	11/21/2025	11/25/2025
Nov 1 - Nov 30		11/19/2025	11/20/2025	11/21/2025	11/25/2025
Nov 16 - Nov 30	12/05/2025	12/04/2025	12/05/2025	12/08/2025	12/10/2025
Dec 1 - Dec 15	12/17/2025	12/17/2025	12/18/2025	12/19/2025	12/23/2025
Dec 1 - Dec 31		12/17/2025	12/18/2025	12/29/2025	12/31/2025
Dec 16 - Dec 31	01/05/2026	01/05/2026	01/06/2026	01/07/2026	01/09/2026

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