

BI-WEEKLY SCHEDULE OF PAYROLL PERIODS FOR TAX YEAR 2025

Month	PAYPERIOD		CHANGES DUE BY WEDNESDAY	TIMECARDS DUE BY MONDAY 9:00am	PAYDAY FRIDAY	BW
	Begin	End				
JAN	12/16/2024	12/29/2024	12/25/2024	12/30/2024	1/3/2025	1
	12/30/2024	1/12/2025	1/8/2025	1/13/2025	1/17/2025	2
	1/13/2025	1/26/2025	1/22/2025	1/27/2025	1/31/2025	3
FEB	1/27/2025	2/9/2025	2/5/2025	2/10/2025	2/14/2025	4
	2/10/2025	2/23/2025	2/19/2025	2/24/2025	2/28/2025	5
MAR	2/24/2025	3/9/2025	3/5/2025	3/10/2025	3/14/2025	6
	3/10/2025	3/23/2025	3/19/2025	3/24/2025	3/28/2025	7
APR	3/24/2025	4/6/2025	4/2/2025	4/7/2025	4/11/2025	8
	4/7/2025	4/20/2025	4/16/2025	4/21/2025	4/25/2025	9
MAY	4/21/2025	5/4/2025	4/30/2025	5/5/2025	5/9/2025	10
	5/5/2025	5/18/2025	5/14/2025	5/19/2025	5/23/2025	11
JUN	5/19/2025	6/1/2025	5/28/2025	6/2/2025	6/6/2025	12
	6/2/2025	6/15/2025	6/11/2025	6/16/2025	6/20/2025	13
JUL	6/16/2025	6/29/2025	6/25/2025	6/30/2025	7/4/2025	14
	6/30/2025	7/13/2025	7/9/2025	7/14/2025	7/18/2025	15
AUG	7/14/2025	7/27/2025	7/23/2025	7/28/2025	8/1/2025	16
	7/28/2025	8/10/2025	8/6/2025	8/11/2025	8/15/2025	17
	8/11/2025	8/24/2025	8/20/2025	8/25/2025	8/29/2025	18
SEPT	8/25/2025	9/7/2025	9/3/2025	9/8/2025	9/12/2025	19
	9/8/2025	9/21/2025	9/17/2025	9/22/2025	9/26/2025	20
OCT	9/22/2025	10/5/2025	10/1/2025	10/6/2025	10/10/2025	21
	10/6/2025	10/19/2025	10/15/2025	10/20/2025	10/24/2025	22
NOV	10/20/2025	11/2/2025	10/29/2025	11/3/2025	11/7/2025	23
	11/3/2025	11/16/2025	11/12/2025	11/17/2025	11/21/2025	24
DEC	11/17/2025	11/30/2025	11/26/2025	12/1/2025	12/5/2025	25
	12/1/2025	12/14/2025	12/10/2025	12/15/2025	12/19/2025	26

PLEASE NOTE: TO MAKE CORRECTION TO YOUR TIME CARD DO THE FOLLOWING:

Draw ONE (1) line through the mistake and initial change.

Carefully write the correct data as close to the original entry as possible.

TIME CARDS WITH WHITE-OUT OR SCRIBBLED OUT INFORMATION WILL NOT BE ACCEPTABLE!!

ALL TIMECARDS MUST BE FILLED OUT IN INK AND HAVE A SUPERVISOR'S SIGNATURE!!!!