

Pay Period(T/S to	EZ Time Submittal Date	Supervisor Approval Date	Pay Date
12/20/24-01/19/25	Friday, January 17, 2025	Tuesday, January 21, 2025	Friday- Jan. 31, 2025
01/20/25-02/19/25	Tuesday, February 18, 2025	Wednesday, February 19, 2025	Friday - Feb. 28, 2025
02/20/25-03/19/25	Wednesday, March 19, 2025	Thursday, March 20, 2025	Monday - March 31, 2025
03/20/25-04/19/25	Friday, April 18, 2025	Monday, April 21, 2025	Wednesday - April 30, 2025
04/20/25-05/19/25	Monday, May 19, 2025	Tuesday, May 20, 2025	Friday - May 30, 2025
05/20/25-06/19/25	Wednesday, June 18, 2025	Friday, June 20, 2025	Monday - June 30, 2025
06/20/25-07/19/25	Thursday, July 17, 2025	Monday, July 21, 2025	Thursday - July 31, 2025
07/20/25-08/19/25	Monday, August 18, 2025	Tuesday, August 19, 2025	Thursday - August 28, 2025
08/20/25-09/19/25	Thursday, September 18, 2025	Friday, September 19, 2025	Tuesday - Sept. 30, 2025
09/20/25-10/19/25	Friday, October 17, 2025	Monday, October 20, 2025	Friday - October 31, 2025
10/20/25-11/19/25	Monday, November 17, 2025	Tuesday, November 18, 2025	Wednesday - Nov. 26, 2025
11/20/25-12/19/25	Wednesday, December 17, 2025	Thursday, December 18, 2025	Friday - December 31, 2025

EZ Time Submittal dates for months **NOT HIGHLIGHTED** reflect the last possible work day in the month. Individual work days may vary and time

**\*Requires EARLY ENTRY AND APPROVAL** due to holiday and college closures resulting in reduced number of days to process payroll.

**NOTE: ALL TIMESHEET MUST INCLUDE DAYS WORKED THROUGH THE 19TH REGARDLESS OF SUBMITTAL DATE**