



FY-2025 Semi-Monthly (S1) Processing

Students, Hourly and Non-Student Non-Regular (NSNR) Employees

Pay period Number	Pay Period	Employees (1) Time Entry	Supervisors (2) Time Approval	PAYROLL & TAX COMPLIANCE			
				Payroll Processing	SAP Locked	Fed (IRS) & State (MVR)	Pay Date
1	Sep 1-15	Sep 15	Sep 20	Sep-23	Sep 24	Sep 25	Sep 30
2	Sep 16-30	Sep 30	Oct 4	Oct 7-8	Oct 9	Oct 10	Oct 15
3	Oct 1-15	Oct 15	Oct 17	Oct 18-21	Oct 22	Oct 23	Oct 31
4	Oct 16-31	Oct 31	Nov 5	Nov 6-7	Nov 8	Nov 12	Nov 15
5	Nov 1-15	Nov 15	Nov 18*	Nov 19-20	Nov 21	Nov 22	Nov 29
6	Nov 16-30	Nov 30	Dec 5	Dec 6-9	Dec 10	Dec 11	Dec 16
7	Dec 1-15	Dec 15	Dec 16*	Dec-16	Dec 17	Dec 18	Dec 31
8	Dec 16-31	Dec 31	Jan 6	Jan 7-8	Jan 9	Jan 10	Jan 15
9	Jan 1-15	Jan 15	Jan 17	Jan 21-22	Jan 23	Jan 24	Jan 31
10	Jan 16-31	Jan 31	Feb 5	Feb 6-7	Feb 10	Feb 11	Feb 18
11	Feb 1-15	Feb 15	Feb 19*	Feb-20	Feb 21	Feb 24	Feb 28
12	Feb 16-28	Feb 28	Mar 4*	Mar-05	Mar 6	Mar 7	Mar 17
13	Mar 1-15	Mar 15	Mar 18	Mar 19-20	Mar 21	Mar 24	Mar 31
14	Mar 16-31	Mar 31	Apr 3	Apr 4-7	Apr 8	Apr 9	Apr 15
15	Apr 1-15	Apr 15	Apr 17	Apr 18-21	Apr 22	Apr 23	Apr 30
16	Apr 16-30	Apr 30	May 5	May 6-7	May 8	May 9	May 15
17	May 1-15	May 15	May 19	May 20-21	May 22	May 23	May 30
18	May 16-31	May 31	Jun 4	Jun 5-6	Jun 9	Jun 10	Jun 16
19	Jun 1-15	Jun 15	Jun 17*	Jun 18-20	Jun 23	Jun 24	Jun 30
20	Jun 16-30	Jun 30	Jul 3	Jul 7-8	Jul 9	Jul 10	Jul 15
21	Jul 1-15	Jul 15	Jul 18	Jul 21-22	Jul 23	Jul 24	Jul 31
22	Jul 16-31	Jul 31	Aug 5	Aug 6-7	Aug 8	Aug 11	Aug 15
23	Aug 1-15	Aug 15	Aug 19	Aug 20-21	Aug 22	Aug 25	Aug 29
24	Aug 16-31	Aug 31	Sep 3	Sep 4-5	Sep 8	Sep 9	Sep 15

* Time approvals for the period deviate from the normal Schedule - Pay particular attention to these deadlines. *

(1) Employees: Time Entry for the current pay period is due on the current pay period end date:
For example, the Pay Period 9/1 – 9/15, the time entry is due by 9/15. Any time entered after the above due dates will be processed the following pay date.

(2) Supervisors: Any time approved after the dates indicated above, will be processed the following pay date.