

Monthly Payroll Schedule

(June 2024-December 2025)

Changes are due at least four business days before payday.

**Due dates marked with asterisks are early to allow sufficient payroll processing during weeks with holidays.*

Pay Period	Changes Due End of Day	Payroll Payment Date
Jun 01 – Jun 30	Jun 24	Friday, June 28, 2024
Jul 01 – Jul 31	Jul 26	Wednesday, July 31, 2024
Aug 01 – Aug 31	Aug 26	Friday, August 30, 2024
Sep 01 – Sep 30	Sep 24	Monday, September 30, 2024
Oct 01 – Oct 31	Oct 25	Thursday, October 31, 2024
Nov 01 – Nov 30	Nov 22*	Friday, November 29, 2024
Dec 01 – Dec 31	Dec 16*	Tuesday, December 31, 2024
Jan 01 – Jan 31	Jan 27	Friday, January 31, 2025
Feb 01 – Feb 28	Feb 24	Friday, February 28, 2025
Mar 01 – Mar 31	Mar 25	Monday, March 31, 2025
Apr 01 – Apr 30	Apr 24	Wednesday, April 30, 2025
May 01 – May 31	May 23*	Friday, May 30, 2025
Jun 01 – Jun 30	Jun 24	Monday, June 30, 2025
Jul 01 – Jul 31	Jul 25	Thursday, July 31, 2025
Aug 01 – Aug 31	Aug 25	Friday, August 29, 2025
Sep 01 – Sep 30	Sep 24	Tuesday, September 30, 2025
Oct 01 – Oct 31	Oct 27	Friday, October 31, 2025
Nov 01 – Nov 30	Nov 21*	Friday, November 28, 2025
Dec 01 – Dec 31	Dec 17*	Wednesday, December 31, 2025

Time Off Approvals in Workday: Time Off requests should be submitted in advance for annual leave and for sick leave as soon as possible; requests will be charged against the balance when it occurs.

Managers should monitor their Workday inbox to regularly approve Time Off requests.