

**2025 Salary Processing Calendar**

	Pay Start	Pay End	HR Forms Submittal Deadline	SA BTE Approval Deadline	Generate Salary Time cards*	Overtime Entry and PHAHOUR corrections	Salary Processing Date	Pay Date
Pay 1	25-Dec	9-Jan	Friday, January 3, 2025	Friday, January 10, 2025	Wednesday, January 8, 2025	Thursday, January 9, 2025	Monday, January 13, 2025	Thursday, January 16, 2025
Pay 2	10-Jan	24-Jan	Wednesday, January 15, 2025	Monday, January 27, 2025	Thursday, January 23, 2025	Friday, January 24, 2025	Tuesday, January 28, 2025	Friday, January 31, 2025
Pay 3	25-Jan	9-Feb	Thursday, January 30, 2025	Monday, February 10, 2025	Thursday, February 6, 2025	Friday, February 7, 2025	Tuesday, February 11, 2025	Friday, February 14, 2025
Pay 4	10-Feb	24-Feb	Thursday, February 13, 2025	Tuesday, February 25, 2025	Thursday, February 20, 2025	Friday, February 21, 2025	Tuesday, February 25, 2025	Friday, February 28, 2025
Pay 5	25-Feb	9-Mar	Thursday, February 27, 2025	Monday, March 10, 2025	Thursday, March 6, 2025	Friday, March 7, 2025	Tuesday, March 11, 2025	Friday, March 14, 2025
Pay 6	10-Mar	24-Mar	Friday, March 14, 2025	Tuesday, March 25, 2025	Friday, March 21, 2025	Monday, March 24, 2025	Wednesday, March 26, 2025	Monday, March 31, 2025
Pay 7	25-Mar	9-Apr	Tuesday, April 1, 2025	Thursday, April 10, 2025	Tuesday, April 8, 2025	Wednesday, April 9, 2025	Friday, April 11, 2025	Wednesday, April 16, 2025
Pay 8	10-Apr	24-Apr	Wednesday, April 16, 2025	Friday, April 25, 2025	Wednesday, April 23, 2025	Thursday, April 24, 2025	Monday, April 28, 2025	Thursday, May 1, 2025
Pay 9	25-Apr	9-May	Thursday, May 1, 2025	Monday, May 12, 2025	Thursday, May 8, 2025	Friday, May 9, 2025	Tuesday, May 13, 2025	Friday, May 16, 2025
Pay 10	10-May	24-May	Thursday, May 15, 2025	Monday, May 26, 2025	Thursday, May 22, 2025	Friday, May 23, 2025	Tuesday, May 27, 2025	Friday, May 30, 2025
Pay 11	25-May	9-Jun	Friday, May 30, 2025	Tuesday, June 10, 2025	Friday, June 6, 2025	Monday, June 9, 2025	Wednesday, June 11, 2025	Monday, June 16, 2025
Pay 12	10-Jun	24-Jun	Friday, June 13, 2025	Wednesday, June 25, 2025	Monday, June 23, 2025	Tuesday, June 24, 2025	Thursday, June 26, 2025	Tuesday, July 1, 2025
Pay 13	25-Jun	9-Jul	Monday, June 30, 2025	Thursday, July 10, 2025	Tuesday, July 8, 2025	Wednesday, July 9, 2025	Friday, July 11, 2025	Wednesday, July 16, 2025
Pay 14	10-Jul	24-Jul	Thursday, July 17, 2025	Friday, July 25, 2025	Thursday, July 24, 2025	Friday, July 25, 2025	Tuesday, July 29, 2025	Friday, August 1, 2025
Pay 15	25-Jul	9-Aug	Thursday, July 31, 2025	Monday, August 11, 2025	Thursday, August 7, 2025	Friday, August 8, 2025	Tuesday, August 12, 2025	Friday, August 15, 2025
Pay 16	10-Aug	24-Aug	Thursday, August 14, 2025	Monday, August 25, 2025	Thursday, August 21, 2025	Friday, August 22, 2025	Tuesday, August 26, 2025	Friday, August 29, 2025
Pay 17	25-Aug	9-Sep	Friday, August 29, 2025	Wednesday, September 10, 2025	Monday, September 8, 2025	Tuesday, September 9, 2025	Thursday, September 11, 2025	Tuesday, September 16, 2025
Pay 18	10-Sep	24-Sep	Monday, September 15, 2025	Thursday, September 25, 2025	Monday, September 22, 2025	Tuesday, September 23, 2025	Thursday, September 25, 2025	Tuesday, September 30, 2025
Pay 19	25-Sep	9-Oct	Wednesday, October 1, 2025	Friday, October 10, 2025	Wednesday, October 8, 2025	Thursday, October 9, 2025	Monday, October 13, 2025	Thursday, October 16, 2025
Pay 20	10-Oct	24-Oct	Thursday, October 16, 2025	Monday, October 27, 2025	Thursday, October 23, 2025	Friday, October 24, 2025	Tuesday, October 28, 2025	Friday, October 31, 2025
Pay 21	25-Oct	9-Nov	Thursday, October 30, 2025	Monday, November 10, 2025	Thursday, November 6, 2025	Friday, November 7, 2025	Tuesday, November 11, 2025	Friday, November 14, 2025
Pay 22	10-Nov	24-Nov	Thursday, November 13, 2025	Tuesday, November 25, 2025	Thursday, November 20, 2025	Friday, November 21, 2025	Tuesday, November 25, 2025	Monday, December 1, 2025
Pay 23	25-Nov	9-Dec	Monday, December 1, 2025	Wednesday, December 10, 2025	Monday, December 8, 2025	Tuesday, December 9, 2025	Thursday, December 11, 2025	Tuesday, December 16, 2025
Pay 24	10-Dec	24-Dec	Wednesday, December 10, 2025	Thursday, December 25, 2025	Wednesday, December 17, 2025	Thursday, December 18, 2025	Monday, December 22, 2025	Wednesday, December 31, 2025
BTE Salary employees have until 9:00 a.m. the day after the pay period ends to submit their timesheets for approval								
BTE Salary approvers should approve all timesheets by noon on the approval deadline days								
Exception hours loaded to Payroll PHAHOUR on Overtime entry date								
Overtime for each pay period will be loaded on the next time card - example OT earned 12/25-1/9 is loaded on pay 2								
<b>*Any banner transactions not completed before timecards are generated will not be processed for the upcoming payroll</b>								