

2025 - BI-WEEKLY EMPLOYEES CUT-OFF DATE SCHEDULE

Work Period done		Cut-off Dates				
Begin	End	Payment Request Forms / Temp New Hires due by 5:00 PM*	Temp Panel Updates s/b made by 5 PM on this date	WFS Employee Data Entry and Approval by 5:00 PM	Supervisor Approval by 1:00 PM	PAY DATE
		<u>NOTE: Pay periods with an earlier cutoff are bolded</u>				
12/08/2024	- 12/21/2024	12/12/2024	12/19/2024	12/19/2024	12/20/2024	12/27/2024
12/22/2024	- 1/04/2025	12/26/2024	1/02/2025	1/03/2025	1/06/2025	1/10/2025
1/05/2025	- 1/18/2025	1/13/2025	1/16/2025	1/16/2025	1/17/2025	1/24/2025
1/19/2025	- 2/01/2025	1/27/2025	1/30/2025	1/31/2025	2/03/2025	2/07/2025
2/02/2025	- 2/15/2025	2/10/2025	2/13/2025	2/14/2025	2/17/2025	2/21/2025
2/16/2025	- 3/01/2025	2/24/2025	2/27/2025	2/28/2025	3/03/2025	3/07/2025
3/02/2025	- 3/15/2025	3/10/2025	3/13/2025	3/14/2025	3/17/2025	3/21/2025
3/16/2025	- 3/29/2025	3/24/2025	3/27/2025	3/28/2025	3/31/2025	4/04/2025
3/30/2025	- 4/12/2025	4/07/2025	4/10/2025	4/11/2025	4/14/2025	4/18/2025
4/13/2025	- 4/26/2025	4/21/2025	4/24/2025	4/25/2025	4/28/2025	5/2/2025
4/27/2024	- 5/10/2025	5/05/2025	5/08/2025	5/9/2025	5/12/2025	5/16/2025
5/11/2025	- 5/24/2025	5/15/2025	5/20/2025	5/20/2025	5/23/2025	5/30/2025
5/25/2025	- 6/07/2025	6/02/2025	6/05/2025	6/06/2025	6/9/2025	6/13/2025
6/08/2025	- 6/21/2025	6/11/2025	6/17/2025	6/20/2025	6/23/2025	6/27/2025
6/22/2025	- 7/05/2025	6/30/2025	7/02/2025	7/03/2025	7/07/2025	7/11/2025
7/06/2025	- 7/19/2025	7/14/2025	7/17/2025	7/18/2025	7/21/2025	7/25/2025
7/20/2024	- 8/02/2025	7/28/2025	7/31/2025	8/01/2025	8/04/2025	8/08/2025
8/03/2025	- 8/16/2025	8/11/2025	8/14/2025	8/15/2025	8/18/2025	8/22/2025
8/17/2025	- 8/30/2025	8/25/2025	8/28/2025	8/28/2025	8/29/2025	9/05/2025
8/31/2025	- 9/13/2025	9/08/2025	9/11/2025	9/12/2025	9/15/2025	9/19/2025
9/14/2025	- 9/27/2025	9/22/2025	9/25/2025	9/26/2025	9/29/2025	10/03/2025
9/28/2025	- 10/11/2025	10/06/2025	10/9/2025	10/10/2025	10/13/2025	10/17/2025
10/12/2025	- 10/25/2025	10/16/2025	10/21/2025	10/24/2025	10/27/2025	10/31/2025
10/26/2025	- 11/08/2025	11/03/2025	11/06/2025	11/07/2025	11/10/2025	11/14/2025
11/9/2025	- 11/22/2025	11/12/2025	11/14/2025	11/19/2025	11/20/2025	11/26/2025
11/23/2024	- 12/06/2025	12/01/2025	12/04/2025	12/05/2025	12/08/2025	12/12/2025
12/07/2025	- 12/20/2025	12/11/2025	12/15/2025	12/19/2025	12/22/2025	12/29/2025
12/21/2025	- 1/03/2026	12/26/2025	12/30/2026	1/02/2026	1/05/2026	1/09/2026

*Includes Payment Requests for Biweekly Staff, Biweekly Temps and Special Pay forms