

Hourly Employee Timesheet Calendar Year 2025			
Reminder: It is very important that you follow this calendar closely to ensure your timesheet is processed on time. Late timesheets will not be processed and it will result in a delay in receiving payment for that particular pay period.			
Weeks	Time Reporting Period	Timesheets Due	Pay Date
51	12/08/2024 - 12/14/2024	Tuesday, December 17, 2024	1/3/2025
52	12/15/2024 - 12/21/2024	Monday, December 23, 2024	
1	12/22/2024 - 12/28/2024	Monday, December 30, 2024	1/17/2025
2	12/29/2024 - 01/04/2025	Tuesday, January 7, 2025	
3	01/05/2025 - 01/11/2025	Tuesday, January 14, 2025	1/31/2025
4	01/12/2025 - 01/18/2025	Tuesday, January 21, 2025	
5	01/19/2025 - 01/25/2025	Tuesday, January 28, 2025	2/14/2025
6	01/26/2025 - 02/01/2025	Tuesday, February 4, 2025	
7	02/02/2025 - 02/08/2025	Tuesday, February 11, 2025	2/28/2025
8	02/09/2025 - 02/15/2025	Tuesday, February 18, 2025	
9	02/16/2025 - 02/22/2025	Tuesday, February 25, 2025	3/14/2025
10	02/23/2025 - 03/01/2025	Tuesday, March 4, 2025	
11	03/02/2025 - 03/08/2025	Tuesday, March 11, 2025	3/28/2025
12	03/09/2025 - 03/15/2025	Tuesday, March 18, 2025	
13	03/16/2025 - 03/22/2025	Tuesday, March 25, 2025	4/11/2025
14	03/23/2025 - 03/29/2025	Tuesday, April 1, 2025	
15	03/30/2025 - 04/05/2025	Tuesday, April 8, 2025	4/25/2025
16	04/06/2025 - 04/12/2025	Tuesday, April 15, 2025	
17	04/13/2025 - 04/19/2025	Tuesday, April 22, 2025	5/9/2025
18	04/20/2025 - 04/26/2025	Tuesday, April 29, 2025	
19	04/27/2025 - 05/03/2025	Tuesday, May 6, 2025	5/23/2025
20	05/04/2025 - 05/10/2025	Tuesday, May 13, 2025	
21	05/11/2025 - 05/17/2025	Tuesday, May 20, 2025	6/6/2025
22	05/18/2025 - 05/24/2025	Tuesday, May 27, 2025	
23	05/25/2025 - 05/31/2025	Tuesday, June 3, 2025	6/20/2025
24	06/01/2025 - 06/07/2025	Monday, June 9, 2025 *	
25	06/08/2025 - 06/14/2025	Monday, June 16, 2025 *	7/4/2025
26	06/15/2025 - 06/21/2025	Monday, June 23, 2025 *	
27	06/22/2025 - 06/28/2025	Monday, June 30, 2025 *	7/18/2025
28	06/29/2025 - 07/05/2025	Monday, July 7, 2025 *	
29	07/06/2025 - 07/12/2025	Monday, July 14, 2025 *	8/1/2025
30	07/13/2025 - 07/19/2025	Monday, July 21, 2025 *	
31	07/20/2025 - 07/26/2025	Monday, July 28, 2025 *	8/15/2025
32	07/27/2025 - 08/2/2025	Monday, August 4, 2025 *	
33	08/03/2025 - 08/09/2025	Monday, August 11, 2025 *	8/29/2025
34	08/10/2025 - 08/16/2025	Tuesday, August 19, 2025	
35	08/17/2025 - 08/23/2025	Tuesday, August 26, 2025	9/12/2025
36	08/24/2025 - 08/30/2025	Tuesday, September 2, 2025	
37	08/31/2025 - 09/06/2025	Tuesday, September 9, 2025	9/26/2025
38	09/07/2025 - 09/13/2025	Tuesday, September 16, 2025	
39	09/14/2025 - 09/20/2025	Tuesday, September 23, 2025	10/10/2025
40	09/21/2025 - 09/27/2025	Tuesday, September 30, 2025	
41	09/28/2025 - 10/04/2025	Tuesday, October 7, 2025	10/24/2025
42	10/05/2025 - 10/11/2025	Tuesday, October 14, 2025	
43	10/12/2025 - 10/18/2025	Tuesday, October 21, 2025	11/7/2025
44	10/19/2025 - 10/25/2025	Tuesday, October 28, 2025	
45	10/26/2025 - 11/01/2025	Tuesday, November 4, 2025	11/21/2025
46	11/02/2025 - 11/08/2025	Tuesday, November 11, 2025	
47	11/09/2025 - 11/15/2025	Tuesday, November 18, 2025	12/5/2025
48	11/16/2025 - 11/22/2025	Monday, November 24, 2025 *	
49	11/23/2025 - 11/29/2025	Tuesday, December 2, 2025	12/19/2025
50	11/30/2025 - 12/06/2025	Tuesday, December 9, 2025	

*Changes due to Holidays and Summer Friday Scheduling
Note: This schedule is subject to change based on the directives of the Office of Payroll