



## **SEMI-MONTHLY PAYROLL SCHEDULE FOR SPRING 2025**

**This schedule covers ALL employees who are on the Semi-Monthly payroll.**

<b><u>SM</u></b>	<b><u>PAYROLL PERIODS</u></b>	<b><u>TIMESHEETS DUE</u></b> <small>DEADLINE: 11:59 PM</small>	<b><u>APPROVALS DUE</u></b> <small>DEADLINE: 11:59 PM</small>	<b><u>PAYDAYS</u></b>
1	December 16 - 31, 2024	January 2, 2025	January 3, 2025	January 15, 2025
2	January 1 - 15, 2025	January 16, 2025	January 17, 2025	January 31, 2025
3	January 16 - 31, 2025	February 3, 2025	February 4, 2025	February 14, 2025
4	February 1 - 15, 2025	February 17, 2025	February 18, 2025	February 28, 2025
5	February 16 - 28, 2025	March 3, 2025	March 4, 2025	March 14, 2025
6	March 1 - 15, 2025	March 17, 2025	March 18, 2025	March 31, 2025
7	March 16 - 31, 2025	April 1, 2025	April 2, 2025	April 15, 2025
8	April 1 - 15, 2025	April 16, 2025	April 17, 2025	April 30, 2025
9	April 16 - 30, 2025	May 1, 2025	May 2, 2025	May 15, 2025
10	May 1 - 15, 2025	May 16, 2025	May 19, 2025	May 30, 2025

**❖❖SPRING SEMESTER ENDS MAY 15, 2025❖❖**

All jobs for student hourly, international, and work-study employees will end on this day.

**TIMESHEET & APPROVAL REMINDERS:** Reminders will be sent via Workday notifications.

**PAY CHECK PICK-UP:** Cashier's Office – Student Success Building- Room 150. Please bring photo ID.

Additional information on student employment can be found at: [Student Employment Portal](#)