



Division of Human Resources
& Organizational Effectiveness

BIWEEKLY PAY SCHEDULE: FISCAL YEAR 2025 (Sept 2024 - Aug 2025)

PAY PERIOD NO.	FROM	THRU	Retro Time Sheets Due	Current Time Sheets Due	Final Refresh At Midnight	PAY DATE	WORKING HOURS IN LONGEVITY PAY DATE
E 1	Aug 18	Aug 31	Aug 28	Aug 30	Sep 03	Sep 06	
* 2	Sep 01	Sep 14	Sep 12	Sep 16	Sep 17	Sep 20	L
3	Sep 15	Sep 28	Sep 26	Sept 30	Oct 01	Oct 04	
4	Sep 29	Oct 12	Oct 10	Oct 14	Oct 15	Oct 18	L
5	Oct 13	Oct 26	Oct 24	Oct 28	Oct 29	Nov 01	
6	Oct 27	Nov 09	Nov 07	Nov 11	Nov 12	Nov 15	L
E 7	Nov 10	Nov 23	Nov 20	Nov 22	Nov 25	Nov 29	(No Ins)
* 8	Nov 24	Dec 07	Dec 05	Dec 09	Dec 10	Dec 13	L
E 9	Dec 08	Dec 21	Dec 12	Dec 16	Dec 17	Dec 27	
* 10	Dec 22	Jan 04	Jan 02	Jan 06	Jan 07	Jan 10	L
E 11	Jan 05	Jan 18	Jan 15	Jan 17	Jan 21	Jan 24	
* 12	Jan 19	Feb 01	Jan 30	Feb 03	Feb 04	Feb 07	L
13	Feb 02	Feb 15	Feb 13	Feb 17	Feb 18	Feb 21	
14	Feb 16	Mar 01	Feb 27	Mar 03	Mar 04	Mar 07	L
* 15	Mar 02	Mar 15	Mar 11	Mar 17	Mar 18	Mar 21	
16	Mar 16	Mar 29	Mar 27	Mar 31	Apr 01	Apr 04	
17	Mar 30	Apr 12	Apr 10	Apr 14	Apr 15	Apr 18	L
18	Apr 13	Apr 26	Apr 24	Apr 28	Apr 29	May 02	
19	Apr 27	May 10	May 08	May 12	May 13	May 16	L
E 20	May 11	May 24	May 20	May 23	May 27	May 30	(No Ins)
* 21	May 25	Jun 07	Jun 05	Jun 09	Jun 10	Jun 13	L
* 22	Jun 08	Jun 21	Jun 18	Jun 23	Jun 24	Jun 27	
* 23	Jun 22	Jul 05	Jul 01	Jul 07	Jul 08	Jul 11	L
24	Jul 06	Jul 19	Jul 17	Jul 21	Jul 22	Jul 25	
25	Jul 20	Aug 02	Jul 31	Aug 04	Aug 05	Aug 08	L
26	Aug 03	Aug 16	Aug 14	Aug 18	Aug 19	Aug 22	

E= Estimated Time

* Holiday Adjustments

L= Longevity Paid

Holiday Schedule

Labor Day	Sep 02	Spring Break	March 14
Thanksgiving	Nov 28 - 29	Memorial Day	May 26
Winter Break	Dec 24 - Jan 1	Emancipation Day	June 19
Martin Luther King, Jr. Day	Jan 20	Independence Day	July 4

Working hours in FY25

2080

FISCAL YEAR 2026 (Sept 2025- Aug 2026)

<u>2024-25 FY26 (Sept 2025 - Aug 2026)</u>							
Working hours in FY26						2088	
1	Aug 17	Aug 30	Aug 28	Sep 01	Sep 02	Sep 05	0

Updated 8.12.2024

Note: The above schedule is subject to updates based on processing requirement changes .
Please refer to our website routinely for updates and our monthly calendar.

Timesheets: The due date includes that all approvals must be completed by 11 AM to be added with the corresponding pay day. Timesheets are locked at 5 PM on the due date. Employees should contact Timekeepers for updates after the due date.