

2025 HOURLY EMPLOYEE CALENDAR
For Pay Period Cutoff, Turn-In, and Employee Pay Dates

JANUARY

S	M	T	W	T	F	S
			1	2	\$	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	✂
26	🔔	🕒	29	30	31	

FEBRUARY

S	M	T	W	T	F	S
						1
2	3	4	5	6	\$	8
9	10	11	12	13	14	15
16	17	18	19	20	21	✂
23	🔔	🕒	26	27	28	

MARCH

S	M	T	W	T	F	S
						1
2	3	4	5	6	\$	8
9	10	11	12	13	14	15
16	17	18	19	20	21	✂
23	🔔	🕒	26	27	28	29
30	31					

APRIL

S	M	T	W	T	F	S
			1	2	\$	5
6	7	8	9	10	11	12
13	14	15	16	17	18	✂
20	21	🌧	23	24	25	26
27	28	29	30			

MAY

S	M	T	W	T	F	S
					1	\$
3						
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	✂
25	26	🌧	28	29	30	31

JUNE

S	M	T	W	T	F	S
					1	\$
3	4	5				
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

JULY

S	M	T	W	T	F	S
			1	2	\$	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUGUST

S	M	T	W	T	F	S
						1
					\$	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	✂
24	25	🌧	26	27	28	29
30	31					

SEPTEMBER

S	M	T	W	T	F	S
					1	\$
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

OCTOBER







S	M	T	W	T	F	S
			1	2	\$	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	✂
26	🔔	🕒	29	30	31	

NOVEMBER

S	M	T	W	T	F	S
						1
2	3	4	5	6	\$	8
9	10	11	12	13	14	15
16	17	18	19	20	21	✂
23	24	🌧	25	26	27	28
29	30					

DECEMBER

S	M	T	W	T	F	S
					1	\$
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

-  Hourly Employee Pay Day
-  Hourly Employee Cutoff Date
-  WTE Employee turn in by 12:00 p.m..
-  WTE Approver & all other Hourly Payroll information turn in by 9:00 a.m..
-  WTE Employee 9:00 a.m., WTE Approver & all other Hourly Payroll information 12:00 p.m..
-  Early Turn in for January Payroll due to the Holiday Break (9:00 a.m.) - Approver by 12:00 p.m..

All dates and times are subject to change.