

Monthly pay dates 2025



UNIVERSITY OF
WATERLOO

Human
Resources

Faculty (regular and definite term), staff (regular and temporary), co-op students, and graduate students are paid on a monthly basis. The monthly pay date is the last Friday of each month except where noted in bold. All submissions must be made by the posted cut-off dates in order to be processed on the stated pay date. Late submissions will be paid on the following pay date.

Note: All mass templates must be submitted at least one week prior to deadlines below. This allows time for approvals to occur prior to the deadline.

Pay date information (for all monthly paid employees)		Submission Cut-off dates	
Pay Dates	Pay Period	Paperwork: completed hard copy received by HR by 4:30 p.m.	All submissions through Workday with all required approvals by 4:30 p.m. (includes hiring and Time Tracking)
Last Friday of the month unless otherwise stated in bold (date is earlier than usual)			
January 24, 2025	January 1 - 31, 2025	January 15, 2025	January 16, 2025
February 28, 2025	February 1 - 28, 2025	February 19, 2025	February 20, 2025
March 28, 2025	March 1 - 31, 2025	March 19, 2025	March 20, 2025
April 25, 2025	April 1 - 30, 2025	April 16, 2025	April 17, 2025
May 30, 2025	May 1 - 31, 2025	May 21, 2025	May 22, 2025
June 27, 2025	June 1 - 30, 2025	June 18, 2025	June 19, 2025
July 25, 2025	July 1 - 31, 2025	July 16, 2025	July 17, 2025
August 29, 2025	August 1 - 31, 2025	August 20, 2025	August 21, 2025
September 26, 2025	September 1 - 30, 2025	September 17, 2025	September 18, 2025
October 31, 2025	October 1 - 31, 2025	October 22, 2025	October 23, 2025
November 28, 2025	November 1 - 30, 2025	November 19, 2025	November 20, 2025
December 23, 2025	December 1 - 31, 2025	December 11, 2025	December 12, 2025