

# Monthly pay dates 2025



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.**

<b>Pay date information</b> (for all monthly paid employees)		<b>Submission Cut-off dates</b>	
<b>Pay Dates</b>	<b>Pay Period</b>	<b>Paperwork: completed hard copy received by HR by 4:30 p.m.</b>	<b>All submissions through Workday with all required approvals by 4:30 p.m. (includes hiring and Time Tracking)</b>
<b>Last Friday of the month unless otherwise stated in bold (*date is earlier than usual)</b>			
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
<b>December 23, 2025*</b>	December 1 - 31, 2025	December 11, 2025	December 12, 2025

  

<b>BOLD *</b>	<b>* This date may be adjusted at a later date</b>
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