



** Schedule for 2025**

Financial Services

SUBMISSION DEADLINES FOR STAFFING, C/S CONTRACTS, D/E TUTOR FORMS & TIMESHEETS

Submit EPAFs to People Services on a regular basis

Submit Staffing / CS Instructor Contracts / EPAF's to PS **well in advance** of Employee's start date to avoid delays in pay

Pay Date	Pay #	DUE in People Services	DUE in Payroll	Timesheet Dates
		STAFFING (EPAF & Paper)	Timesheets	
10-Jan-2025	501	Friday, December 20, 2024	Thursday, January 2, 2025	22-Dec-24 to 4-Jan-25
24-Jan-2025	502	Friday, January 3, 2025	Thursday, January 16, 2025	5-Jan-25 to 18-Jan-25
7-Feb-2025	503	Friday, January 17, 2025	Thursday, January 30, 2025	19-Jan-25 to 1-Feb-25
21-Feb-2025	504	Thursday, January 30, 2025	Wednesday, February 12, 2025	2-Feb-25 to 15-Feb-25
7-Mar-2025	505	Friday, February 14, 2025	Thursday, February 27, 2025	16-Feb-25 to 1-Mar-25
21-Mar-2025	506	Friday, February 28, 2025	Thursday, March 13, 2025	2-Mar-25 to 15-Mar-25
4-Apr-2025	507	Friday, March 14, 2025	Wednesday, March 26, 2025	16-Mar-25 to 29-Mar-25
17-Apr-2025	508	Thursday, March 27, 2025	Wednesday, April 9, 2025	30-Mar-25 to 12-Apr-25
2-May-2025	509	Friday, April 11, 2025	Thursday, April 24, 2025	13-Apr-25 to 26-Apr-25
16-May-2025	510	Friday, April 25, 2025	Thursday, May 8, 2025	27-Apr-25 to 10-May-25
30-May-2025	511	Friday, May 9, 2025	Thursday, May 22, 2025	11-May-25 to 24-May-25
13-Jun-2025	512	Friday, May 23, 2025	Thursday, June 5, 2025	25-May-25 to 7-Jun-25
27-Jun-2025	513	Friday, June 6, 2025	Thursday, June 19, 2025	8-Jun-25 to 21-Jun-25
11-Jul-2025	514	Friday, June 20, 2025	Thursday, July 3, 2025	22-Jun-25 to 5-Jul-25
25-Jul-2025	515	Friday, July 4, 2025	Thursday, July 17, 2025	6-Jul-25 to 19-Jul-25
8-Aug-2025	516	Thursday, July 17, 2025	Wednesday, July 30, 2025	20-Jul-25 to 2-Aug-25
22-Aug-2025	517	Friday, August 1, 2025	Thursday, August 14, 2025	3-Aug-25 to 16-Aug-25
5-Sep-2025	518	Thursday, August 14, 2025	Wednesday, August 27, 2025	17-Aug-25 to 30-Aug-25
19-Sep-2025	519	Friday, August 29, 2025	Thursday, September 11, 2025	31-Aug-25 to 13-Sep-25
3-Oct-2025	520	Thursday, September 11, 2025	Thursday, September 25, 2025	14-Sep-25 to 27-Sep-25
17-Oct-2025	521	Thursday, September 25, 2025	Wednesday, October 8, 2025	28-Sep-25 to 11-Oct-25
31-Oct-2025	522	Friday, October 10, 2025	Thursday, October 23, 2025	12-Oct-25 to 25-Oct-25
14-Nov-2025	523	Thursday, October 23, 2025	Wednesday, November 5, 2025	26-Oct-25 to 8-Nov-25
28-Nov-2025	524	Friday, November 7, 2025	Thursday, November 20, 2025	9-Nov-25 to 22-Nov-25
12-Dec-2025	525	Friday, November 21, 2025	Thursday, December 4, 2025	23-Nov-25 to 6-Dec-25
26-Dec-2025	526	Friday, December 5, 2025	Friday, December 12, 2025	7-Dec-25 to 20-Dec-25

Questions? Contact Payroll