

2025 Timesheet deadlines

To manage the entry into the system the following deadlines must be met to be paid for each pay period

Pay Period				<i>For time worked by</i>	Forms Submitted to Manager or Financial Officer by Monday 8am	Manager approvals	Completed Payroll entry
PP0125	PT	12/15/24	- 12/28/24	28-Dec-24	2-Jan-25	2-Jan-25	3-Jan-25
	FT	12/29/24	- 01/11/25				
PP0225	PT	12/29/24	- 01/11/25	11-Jan-25	13-Jan-25	14-Jan-25	16-Jan-25
	FT	01/12/25	- 01/25/25				
PP0325	PT	01/12/25	- 01/25/25	25-Jan-25	27-Jan-25	28-Jan-25	30-Jan-25
	FT	01/26/25	- 02/08/25				
PP0425	PT	01/26/25	- 02/08/25	8-Feb-25	10-Feb-25	11-Feb-25	13-Feb-25
	FT	02/09/25	- 02/22/25				
PP0525	PT	02/09/25	- 02/22/25	22-Feb-25	24-Feb-25	25-Feb-25	27-Feb-25
	FT	02/23/25	- 03/08/25				
PP0625	PT	02/23/25	- 03/08/25	8-Mar-25	10-Mar-25	11-Mar-25	13-Mar-25
	FT	03/09/25	- 03/22/25				
PP0725	PT	03/09/25	- 03/22/25	22-Mar-25	24-Mar-25	25-Mar-25	27-Mar-25
	FT	03/23/25	- 04/05/25				
PP0825	PT	03/23/25	- 04/05/25	5-Apr-25	7-Apr-25	8-Apr-25	10-Apr-25
	FT	04/06/25	- 04/19/25				
PP0925	PT	04/06/25	- 04/19/25	19-Apr-25	21-Apr-25	22-Apr-25	24-Apr-25
	FT	04/20/25	- 05/03/25				
PP1025	PT	04/20/25	- 05/03/25	3-May-25	5-May-25	6-May-25	8-May-25
	FT	05/04/25	- 05/17/25				
PP1125	PT	05/04/25	- 05/17/25	17-May-25	20-May-25	20-May-25	22-May-25
	FT	05/18/25	- 05/31/25				
PP1225	PT	05/18/25	- 05/31/25	31-May-25	2-Jun-25	3-Jun-25	5-Jun-25
	FT	06/01/25	- 06/14/25				
PP1325	PT	06/01/25	- 06/14/25	14-Jun-25	16-Jun-25	17-Jun-25	19-Jun-25
	FT	06/15/25	- 06/28/25				
PP1425	PT	06/15/25	- 06/28/25	28-Jun-25	30-Jun-25	2-Jul-25	3-Jul-25
	FT	06/29/25	- 07/12/25				
PP1525	PT	06/29/25	- 07/12/25	12-Jul-25	14-Jul-25	15-Jul-25	17-Jul-25
	FT	07/13/25	- 07/26/25				

Forms legend: Digital timesheet, paper timesheet, exception forms, OT forms, shift prem forms

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PP1625	PT	07/13/25	- 07/26/25	26-Jul-25	28-Jul-25	29-Jul-25	31-Jul-25
	FT	07/27/25	- 08/09/25				
PP1725	PT	07/27/25	- 08/09/25	9-Aug-25	11-Aug-25	12-Aug-25	14-Aug-25
	FT	08/10/25	- 08/23/25				
PP1825	PT	08/10/25	- 08/23/25	23-Aug-25	25-Aug-25	26-Aug-25	28-Aug-25
	FT	08/24/25	- 09/06/25				
PP1925	PT	08/24/25	- 09/06/25	6-Sep-25	8-Sep-25	9-Sep-25	11-Sep-25
	FT	09/07/25	- 09/20/25				
PP2025	PT	09/07/25	- 09/20/25	20-Sep-25	22-Sep-25	23-Sep-25	25-Sep-25
	FT	09/21/25	- 10/04/25				
PP2125	PT	09/21/25	- 10/04/25	4-Oct-25	6-Oct-25	7-Oct-25	9-Oct-25
	FT	10/05/25	- 10/18/25				
PP2225	PT	10/05/25	- 10/18/25	18-Oct-25	20-Oct-25	21-Oct-25	23-Oct-25
	FT	10/19/25	- 11/01/25				
PP2325	PT	10/19/25	- 11/01/25	1-Nov-25	3-Nov-25	4-Nov-25	6-Nov-25
	FT	11/02/25	- 11/15/25				
PP2425	PT	11/02/25	- 11/15/25	15-Nov-25	17-Nov-25	18-Nov-25	20-Nov-25
	FT	11/16/25	- 11/29/25				
PP2525	PT	11/16/25	- 11/29/25	29-Nov-25	1-Dec-25	2-Dec-25	4-Dec-25
	FT	11/30/25	- 12/13/25				
PP2625	PT	11/30/25	- 12/13/25	13-Dec-25	15-Dec-25	15-Dec-25	17-Dec-25
	FT	12/14/25	- 12/27/25				

*Last week of year - no extensions

**change due to holiday

Forms legend: Digital timesheet, paper timesheet, exception forms, OT forms, shift prem forms