

2025 HR paperwork deadlines to be received by payroll

To manage the changes to be captured on pay the following deadlines must be met

Pay Period				Full time new hires and Rehires Submitted to payroll (2 wks prior)	Part time new hires and Rehires Submitted to payroll (2 wks prior quickfill set up)	Rate changes / transfers / banking changes / tax forms Submitted to payroll
PP0125	PT	12/15/24	- 12/28/24	16-Dec-24	5-Dec-24	2-Jan-25
	FT	12/29/24	- 01/11/25			
PP0225	PT	12/29/24	- 01/11/25	2-Jan-25	16-Dec-24	16-Jan-25
	FT	01/12/25	- 01/25/25			
PP0325	PT	01/12/25	- 01/25/25	16-Jan-25	2-Jan-25	30-Jan-25
	FT	01/26/25	- 02/08/25			
PP0425	PT	01/26/25	- 02/08/25	30-Jan-25	16-Jan-25	13-Feb-25
	FT	02/09/25	- 02/22/25			
PP0525	PT	02/09/25	- 02/22/25	13-Feb-25	30-Jan-25	27-Feb-25
	FT	02/23/25	- 03/08/25			
PP0625	PT	02/23/25	- 03/08/25	27-Feb-25	13-Feb-25	13-Mar-25
	FT	03/09/25	- 03/22/25			
PP0725	PT	03/09/25	- 03/22/25	13-Mar-25	27-Feb-25	27-Mar-25
	FT	03/23/25	- 04/05/25			
PP0825	PT	03/23/25	- 04/05/25	27-Mar-25	13-Mar-25	10-Apr-25
	FT	04/06/25	- 04/19/25			
PP0925	PT	04/06/25	- 04/19/25	10-Apr-25	27-Mar-25	24-Apr-25
	FT	04/20/25	- 05/03/25			
PP1025	PT	04/20/25	- 05/03/25	24-Apr-25	10-Apr-25	8-May-25
	FT	05/04/25	- 05/17/25			
PP1125	PT	05/04/25	- 05/17/25	8-May-25	24-Apr-25	22-May-25
	FT	05/18/25	- 05/31/25			
PP1225	PT	05/18/25	- 05/31/25	22-May-25	8-May-25	5-Jun-25
	FT	06/01/25	- 06/14/25			
PP1325	PT	06/01/25	- 06/14/25	5-Jun-25	22-May-25	19-Jun-25
	FT	06/15/25	- 06/28/25			
PP1425	PT	06/15/25	- 06/28/25	19-Jun-25	5-Jun-25	3-Jul-25
	FT	06/29/25	- 07/12/25			
PP1525	PT	06/29/25	- 07/12/25	3-Jul-25	19-Jun-25	17-Jul-25
	FT	07/13/25	- 07/26/25			

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

***Last week of year - no extensions**