

| SCHEDULE OF 2025 PAY PERIODS, HOLIDAYS, AND PAYDAYS | | | |
|--|------------------------|---|---------------------------------|
| PAY PERIOD | INCLUSIVE DATES | HOURLY STUDENT TIME ENTRY DEADLINE | 2025 PAYDAYS¹ |
| January | Jan 01 – Jan 30 | Jan 30 | Friday Feb 14 |
| February | Jan 31 – Feb 28 | Feb 28 | Friday Mar 14 |
| March | Mar 01 – Mar 31 | Mar 28 | Tuesday Apr 15 |
| April | Apr 01 – Apr 30 | Apr 30 | Thursday May 15 |
| May | May 01 – May 31 | May 30 | Friday Jun 13 |
| June | Jun 01 – Jun 30 | Jun 30 | Tuesday Jul 15 |
| July | Jul 01 – Jul 30 | Jul 30 | Friday Aug 15 |
| August | Jul 31 – Aug 31 | Aug 29 | Monday Sept 15 |
| September | Sep 01 – Sep 30 | Sep 30 | Wednesday Oct 15 |
| October | Oct 01 – Oct 30 | Oct 30 | Friday Nov 14 |
| November | Oct 31 – Dec 01 | Dec 01 | Monday Dec 15 |
| December | Dec 02 – Dec 31 | Dec 31 | Thursday Jan 15 |

| HOLIDAY | CAMPUS OPEN² | HOLIDAY OBSERVED |
|------------------------|--------------------------------|-------------------------|
| Lincoln’s Birthday | February 12, 2025 | November 28, 2025 |
| Washington’s Birthday | February 19, 2025 | December 26, 2025 |
| Admission Day | September 9, 2025 | December 29, 2025 |
| Indigenous Peoples Day | October 14, 2025 | December 30, 2025 |

All hours must be entered by midnight on the final day of the pay period. Approvals must be completed within two days after the end of the pay period.

¹ Mid-Month payday distribution occurs in the Welcome Center, [ADM building](#), first floor, room 177, from 9:00 AM to 11:00 AM and from 2:00 PM to 4:00 PM. Outside of payday, checks are available for pickup Monday through Friday from 9:00 AM to 11:00 AM

² Holiday observance will shift from the official date listed under 'Campus Open' to the date shown under 'Holiday Observed.'