

ABSENCE REQUESTS, TIMESHEET ENTRIES, APPROVAL DEADLINES 2025**Reporting is due at 9:00AM****Approvals are due at 10:00AM**

DATE DUE	FOR PAY PERIOD
Tuesday, January 14 2025	01/01/25 - 01/15/25
Thursday, January 30 2025	01/16/25 - 01/31/25
Thursday, February 13 2025	02/01/25 - 02/15/25
Thursday, February 27 2025	02/16/25 - 02/29/25
Friday, March 14 2025	03/01/25 - 03/15/25
Monday, March 31 2025	03/16/25 - 03/31/25
Tuesday, April 15 2025	04/01/25 - 04/15/25
Wednesday, April 30 2025	04/16/25 - 04/30/25
Wednesday, May 14 2025	05/01/25 - 05/15/25
Friday, May 30 2025	05/16/25 - 05/31/25
Friday, June 13 2025	06/01/25 - 06/15/25
Monday, June 30 2025	06/16/25 - 06/30/25
Tuesday, July 15 2025	07/01/25 - 07/15/25
Thursday, July 31 2025	07/16/25 - 07/31/25
Thursday, August 14 2025	08/01/25 - 08/15/25
Friday, August 29 2025	08/16/25 - 08/31/25
Monday, September 15 2025	09/01/25 - 09/15/25
Tuesday, September 30 2025	09/16/25 - 09/30/25
Wednesday, October 15 2025	10/01/25 - 10/15/25
Thursday, October 30 2025	10/16/25 - 10/31/25
Friday, November 14 2025	11/01/25 - 11/15/25
Wednesday, November 26 2025	11/16/25 - 11/30/25
Monday, December 15 2025	12/01/25 - 12/15/25
Tuesday, December 30 2025	12/16/25 - 12/31/25