

Biweekly Payroll Schedule

(May 2024 - December 2025)

All business processes and pay inputs must be submitted to payroll by close of business, at least four (4) business days before pay day. For the biweekly payroll, this is typically the **Monday before pay day, but may be earlier on weeks when a university holiday occurs.**

Pay Period	Pay Day	Timesheet Approvals Due By End of Day	Retroactive Adjustment Period*** Timesheets Unlock	Retroactive Adjustment Period*** Close Time Entry
May 11 – May 24	May 31, 2024	May 27, 2024	May 30, 2024	July 5, 2024
May 25 – Jun 07	June 14, 2024	June 10, 2024	June 13, 2024	July 19, 2024
Jun 08 – Jun 21	June 28, 2024	June 24, 2024	June 27, 2024	August 2, 2024
Jun 22 – Jul 05	July 12, 2024	July 8, 2024	July 11, 2024	August 16, 2024
Jul 06 - Jul 19	July 26, 2024	July 22, 2024	July 25, 2024	August 30, 2024
Jul 20 – Aug 02	August 9, 2024	August 5, 2024	August 8, 2024	September 13, 2024
Aug 03 - Aug 16	August 23, 2024	August 19, 2024	August 22, 2024	September 27, 2024
Aug 17- Aug 30	September 6, 2024	September 3, 11:00 a.m.**	September 5, 2024	October 11, 2024
Aug 31 – Sep 13	September 20, 2024	September 16, 2024	September 19, 2024	October 25, 2024
Sep 14 – Sep 27	October 4, 2024	September 30, 2024	October 3, 2024	November 8, 2024
Sep 28 – Oct 11	October 18, 2024	October 14, 2024	October 17, 2024	November 22, 2024
Oct 12 – Oct 25	November 1, 2024	October 28, 2024	October 31, 2024	December 6, 2024
Oct 26 – Nov 08	November 15, 2024	November 11, 2024	November 14, 2024	December 20, 2024
Nov 09 - Nov 22	November 29, 2024	November 25, 2024	November 28, 2024	January 3, 2025
Nov 23 – Dec 06	December 13, 2024	December 9, 2024	December 12, 2024	January 17, 2025
Dec 07 – Dec 20	December 27, 2024	December 16, 11:00 a.m.**	December 26, 2024	January 31, 2025
Dec 21 – Jan 03	January 10, 2025	January 6, 2025	January 9, 2025	February 14, 2025
Jan 04 - Jan 17	January 24, 2025	January 21, 11 a.m.**	January 23, 2025	February 28, 2025
Jan 18 – Jan 31	February 7, 2025	February 3, 2025	February 6, 2025	March 14, 2025
Feb 01 – Feb 14	February 21, 2025	February 17, 2025	February 20, 2025	March 28, 2025

Pay Period	Pay Day	Timesheet Approvals Due By End of Day	Retroactive Adjustment Period*** Timesheets Unlock	Retroactive Adjustment Period*** Close Time Entry
Feb 15 – Feb 28	March 7, 2025	March 3, 2025	March 6, 2025	April 11, 2025
Mar 01 – Mar 14	March 21, 2025	March 17, 2025	March 20, 2025	April 25, 2025
Mar 15 – Mar 28	April 4, 2025	March 31, 2025	April 3, 2025	May 9, 2025
Mar 29 – Apr 11	April 18, 2025	April 14, 2025	April 17, 2025	May 23, 2025
Apr 12 – Apr 25	May 2, 2025	April 28, 2025	May 1, 2025	June 6, 2025
Apr 26 – May 09	May 16, 2025	May 12, 2025	May 15, 2025	June 20, 2025
May 10 – May 23	May 30, 2025	May 27, 11 a.m.**	May 29, 2025	July 4, 2025
May 24 – Jun 06	June 13, 2025	June 9, 2025	June 12, 2025	July 18, 2025
Jun 07 –Jun 20	June 27, 2025	June 23, 2025	June 26, 2025	August 1, 2025
Jun 21 – Jul 04	July 11, 2025	July 7, 2025	July 10, 2025	August 15, 2025
Jul 05 – Jul 18	July 25, 2025	July 21, 2025	July 24, 2025	August 29, 2025
Jul 19 – Aug 01	August 8, 2025	August 4, 2025	August 7, 2025	September 12, 2025
Aug 02 – Aug 15	August 22, 2025	August 18, 2025	August 21, 2025	September 26, 2025
Aug 16 – Aug 29	September 5, 2025	September 2, 11 a.m.	September 4, 2025	October 10, 2025
Aug 30 – Sep 12	September 19, 2025	September 15, 2025	September 18, 2025	October 24, 2025
Sep 13 – Sep 26	October 3, 2025	September 29, 2025	October 2, 2025	November 7, 2025
Sep 27 – Oct 10	October 17, 2025	October 13, 2025	October 16, 2025	November 21, 2025
Oct 11 – Oct 24	October 31, 2025	October 27, 2025	October 30, 2025	December 5, 2025
Oct 25 – Nov 07	November 14, 2025	November 10, 2025	November 13, 2025	December 19, 2025
Nov 08 – Nov 21	November 28, 2025	November 24, 2025	November 27, 2025	January 2, 2026
Nov 22 – Dec 05	December 12, 2025	December 8, 2025	December 11, 2025	January 16, 2026
Dec 06 – Dec 19	December 26, 2025	December 17, 2025**	December 25, 2025	January 30, 2026

**Due dates marked with asterisks are adjusted to accommodate weeks with holidays.

***Workday allows self-service adjustments to time entered. Adjustments will appear on the next regularly scheduled paycheck. For adjustments needed after the Close Time Entry date, please contact hrpayrollhelp@american.edu.