

2025 BIWEEKLY PAYROLL PROCESSING CALENDAR

PAY PERIOD START DATE Sunday	PAY PERIOD END DATE Saturday	PAY RUN ID	DEDUCTION PERIOD	TIME ENTRY Opens	TIME ENTRY LOCK AND MANAGER TIME APPROVAL NOON/12:00pm	PAYROLL completed (MONDAY)	COSTING ALLOCATION and JDC Updates submit current changes	PAYDAY	Time Entry Adjustments unlocked at 6am	TIME ENTRY Close
12/15/2024	12/28/2024	25BA	1	12/1/2024	Monday, December 30, 2024	12/30/2024	Tuesday, December 17, 2024	1/3/2025	12/31/2024	3/29/2025
12/29/2024	1/11/2025	25BB	2	12/15/2024	Monday, January 13, 2025	1/13/2025	Tuesday, December 31, 2024	1/17/2025	1/14/2025	4/12/2025
1/12/2025	1/25/2025	25BC	3	12/29/2024	Monday, January 27, 2025	1/27/2025	Wednesday, January 22, 2025	1/31/2025	1/28/2025	4/26/2025
1/26/2025	2/8/2025	25BD	1	1/12/2025	Monday, February 10, 2025	2/10/2025	Wednesday, February 5, 2025	2/14/2025	2/11/2025	5/10/2025
2/9/2025	2/22/2025	25BE	2	1/26/2025	Monday, February 24, 2025	2/24/2025	Wednesday, February 19, 2025	2/28/2025	2/25/2025	5/24/2025
2/23/2025	3/8/2025	25BF	1	2/9/2025	Monday, March 10, 2025	3/10/2025	Wednesday, March 5, 2025	3/14/2025	3/11/2025	6/7/2025
3/9/2025	3/22/2025	25BG	2	2/23/2025	Monday, March 24, 2025	3/24/2025	Wednesday, March 19, 2025	3/28/2025	3/25/2025	6/21/2025
3/23/2025	4/5/2025	25BH	1	3/9/2025	Monday, April 7, 2025	4/7/2025	Wednesday, April 2, 2025	4/11/2025	4/8/2025	7/5/2025
4/6/2025	4/19/2025	25BI	2	3/23/2025	Monday, April 21, 2025	4/21/2025	Wednesday, April 16, 2025	4/25/2025	4/22/2025	7/19/2025
4/20/2025	5/3/2025	25BJ	1	4/6/2025	Monday, May 5, 2025	5/5/2025	Wednesday, April 30, 2025	5/9/2025	5/6/2025	8/2/2025
5/4/2025	5/17/2025	25BK	2	4/20/2025	Monday, May 19, 2025	5/19/2025	Wednesday, May 14, 2025	5/23/2025	5/20/2025	8/16/2025
5/18/2025	5/31/2025	25BL	1	5/4/2025	Monday, June 2, 2025	6/2/2025	Wednesday, May 28, 2025	6/6/2025	6/3/2025	8/30/2025
6/1/2025	6/14/2025	25BM	2	5/18/2025	Monday, June 16, 2025	6/16/2025	Wednesday, June 11, 2025	6/20/2025	6/17/2025	9/13/2025
6/15/2025	6/28/2025	25BN	1	6/1/2025	Thursday, June 26, 2025	6/26/2025	Monday, June 23, 2025	7/3/2025	7/1/2025	9/27/2025
6/29/2025	7/12/2025	25BO	2	6/15/2025	Monday, July 14, 2025	7/14/2025	Wednesday, July 9, 2025	7/18/2025	7/15/2025	10/11/2025
7/13/2025	7/26/2025	25BP	1	6/29/2025	Monday, July 28, 2025	7/28/2025	Wednesday, July 23, 2025	8/1/2025	7/29/2025	10/25/2025
7/27/2025	8/9/2025	25BQ	2	7/13/2025	Monday, August 11, 2025	8/11/2025	Wednesday, August 6, 2025	8/15/2025	8/12/2025	11/8/2025
8/10/2025	8/23/2025	25BR	3	7/27/2025	Monday, August 25, 2025	8/25/2025	Wednesday, August 20, 2025	8/29/2025	8/26/2025	11/22/2025
8/24/2025	9/6/2025	25BS	1	8/10/2025	Monday, September 8, 2025	9/8/2025	Wednesday, September 3, 2025	9/12/2025	9/9/2025	12/6/2025
9/7/2025	9/20/2025	25BT	2	8/24/2025	Monday, September 22, 2025	9/22/2025	Wednesday, September 17, 2025	9/26/2025	9/23/2025	12/20/2025
9/21/2025	10/4/2025	25BU	1	9/7/2025	Monday, October 6, 2025	10/6/2025	Wednesday, October 1, 2025	10/10/2025	10/7/2025	1/3/2026
10/5/2025	10/18/2025	25BV	2	9/21/2025	Monday, October 20, 2025	10/20/2025	Wednesday, October 15, 2025	10/24/2025	10/21/2025	1/17/2026
10/19/2025	11/1/2025	25BW	1	10/5/2025	Monday, November 3, 2025	11/3/2025	Wednesday, October 29, 2025	11/7/2025	11/4/2025	1/31/2026
11/2/2025	11/15/2025	25BX	2	10/19/2025	Monday, November 17, 2025	11/17/2025	Wednesday, November 12, 2025	11/21/2025	11/18/2025	2/14/2026
11/16/2025	11/29/2025	25BY	1	11/2/2025	Monday, December 1, 2025	12/1/2025	Wednesday, November 26, 2025	12/5/2025	12/2/2025	2/28/2026
11/30/2025	12/13/2025	25BZ	2	11/16/2025	Monday, December 15, 2025	12/15/2025	Wednesday, December 10, 2025	12/19/2025	12/16/2025	3/14/2026
12/14/2025	12/27/2025	26BA	1	11/30/2025	Monday, December 29, 2025	12/29/2025	Wednesday, December 10, 2025	1/2/2026	12/30/2025	3/28/2026

BIWEEKLY PAYROLL PROCESSING:

•Payrolls are processed by Payroll Services on the Mondays following the close of the pay period. Hourly payrolls are processed every other week (biweekly).

GENERAL NOTES:

•Pay Period 6/28/25 processing date is changing from Monday 6/30 to Thursday 6/26 due to Workday Finance Conversion. Time Entry for 6/26 - 6/28 **MUST BE estimated.**

•Item highlighted in orange is a change to the check dated due to Federal Holiday (7/3/2025).

•Items highlighted in yellow indicates that this payroll occurs during Winter Break. The payroll will be processed on the normal processing days. For the last payroll of 2025, 25BZ, all time must be entered, submitted and approved before you leave for Winter Break. Payroll will update the Holiday Hours for Winter Break on Monday 12/15/2025. Do Not enter any holiday hours for Winter Break only enter any worked hours. For the first payroll of 2026, 26BA, All time MUST be Entered, Submitted, and Approved by NOON Monday, December 29th.

•Cutoff Deadlines are subject to change.

•Biweekly payroll deductions for University Club dues and Parking Permits are collected only on the first check date for each month.

•Biweekly payroll deductions for Health and Dental insurance are NOT collected during the third (3) check date for each month.

•Biweekly payroll periods start at midnight on Sunday and end two (2) weeks later at midnight on Saturday. Payday is the following Friday.

•Funding change files are due two (2) business days prior to time entry lock.

** December process schedule subject to change, updates are communicated through UofL Today and emails to UBM & LFO distribution lists.

Questions? Please contact Payroll Services at 502/852-2978 or payroll@louisville.edu.