

2025 MONTHLY PAYROLL PROCESSING CALENDAR

PAY PERIOD <i>month ending</i>	PAY RUN ID	LEAVE TIME <i>submit current changes</i> <u>NO</u> later than NOON/12:00pm	PAYROLL <i>finalized</i>	COSTING ALLOCATION <i>submit current changes</i>	WORKDAYS <i>per pay period</i>	PAYDAY
JANUARY	25MA	Wednesday, January 22, 2025	01/24/25	Friday, January 17, 2025	23	01/30/25
FEBRUARY	25MB	Friday, February 21, 2025	02/25/25	Friday, February 21, 2025	20	02/28/25
MARCH	25MC	Friday, March 21, 2025	03/25/25	Friday, March 21, 2025	21	03/28/25
APRIL	25MD	Wednesday, April 23, 2025	04/25/25	Wednesday, April 23, 2025	22	04/30/25
MAY	25ME	Thursday, May 22, 2025	05/27/25	Thursday, May 22, 2025	22	05/30/25
JUNE	25MF	Monday, June 23, 2025	06/25/25	Monday, June 23, 2025	21	06/30/25
JULY	25MG	Wednesday, July 23, 2025	07/25/25	Wednesday, July 23, 2025	23	07/30/25
AUGUST	25MH	Wednesday, August 20, 2025	08/22/25	Wednesday, August 20, 2025	21	08/29/25
SEPTEMBER	25MI	Tuesday, September 23, 2025	09/25/25	Tuesday, September 23, 2025	22	09/30/25
OCTOBER	25MJ	Thursday, October 23, 2025	10/27/25	Thursday, October 23, 2025	23	10/30/25
NOVEMBER	25MK	Wednesday, November 19, 2025	11/21/25	Wednesday, November 19, 2025	20	11/26/25
DECEMBER	25ML	Tuesday, December 9, 2025	12/11/25	Tuesday, December 9, 2025	23	12/23/25

GENERAL NOTES:

•Items highlighted in yellow indicates processing dates which have been moved forward to incorporate University holidays or fiscal year-end processing requirements.

•Cutoff Deadlines are subject to change.

•**Leave Time** column: must be entered by date to be on current payroll.

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

[Number of Workdays](#)

Questions? Please contact Payroll Services at:

payroll@louisville.edu

502/852-2978