

## Holiday Payroll Deadlines for CY 2025

Payroll	Period Ending	Payment Date	Time Locked or Last Day for Transactions
Academic	December 14, 2025	Friday, December 19, 2025	COB on Friday, December 12, 2025
Professional	December 31, 2025	Tuesday, December 23, 2025	COB on Tuesday, December 16, 2025
Wage	December 12, 2025	Friday, December 19, 2025	Monday, December 15, 2025 at 11:59 p.m.
Student	December 19, 2025	Tuesday, December 23, 2025	Thursday, December 18, 2025 at 3:00 p.m. <b>Only Estimate Time if Certain Student is Working</b>
Wage	December 26, 2025	Friday, January 02, 2026	Monday, December 22, 2025 at 11:59 P.M. <b>2nd week must be estimated Payroll is processing on 12/23/2025 which is the last day we work prior to the University Holidays Holiday Trigger may be needed to submit time for 2nd week</b>

## Early Retro Pay Deadlines due to Early Payroll Runs

Pay Group	Retro Date	Completion Date
Academic	Pay Period Beginning Prior to November 15, 2025	COB Wednesday, Dec. 10, 2025
Professional	Pay Period Beginning Prior to December 1, 2025	COB Thursday, Dec. 11, 2025
Wage	Pay Period Beginning Prior to November 29, 2025	COB Wednesday, Dec. 10, 2025
Student	Pay Period Beginning Prior to December 06, 2025	COB Wednesday, Dec. 17, 2025
Wage	Pay Period Beginning Prior to December 13, 2025	COB Friday, Dec. 19, 2025

### Special Delivery

Timekeepers please remind employees and managers to submit and approve time by the designated payroll deadlines. Timely submission of time is especially important when there are **holidays in the pay period**. Calculations for overtime and holiday pay are performed automatically when time is submitted correctly **by the due date**.

### Holiday Pay for Eligible Employees:

If an employee is in a paid status (including paid leave) on the work day before or the work day after the holiday, the employee is due holiday pay for the entire holiday period. Please call Payroll or HRM if you have a question about an employee receiving holiday pay.

### Time Should Be Estimated Carefully

Remember that we are approaching year end when early due dates mean time may have to be estimated. Please be careful as some students chronically overestimate their time and this causes an overpayment. Employee W-2 earnings cannot be adjusted for overpayments unless the earnings are repaid in the same calendar year.