



## **SEMI-MONTHLY PAYROLL SCHEDULE FOR SUMMER 2025**

**This schedule covers ALL employees who are on the Semi-monthly payroll.**

<b><u>SM</u></b>	<b><u>PAYROLL PERIODS</u></b>	<b><u>TIMESHEETS DUE</u></b> <small>DEADLINE: 11:59 PM</small>	<b><u>APPROVALS DUE</u></b> <small>DEADLINE: 11:59 PM</small>	<b><u>PAYDAY</u></b>
11	May 16 - 31, 2025	June 2, 2025	June 3, 2025	June 13, 2025
12	June 1 - 15, 2025	June 16, 2025	June 17, 2025	June 30, 2025
13	June 16 - 30, 2025	July 01, 2025	July 2, 2025	July 15, 2025
14	July 1 - 15, 2025	July 16, 2025	July 17, 2025	July 31, 2025
15	July 16 – 31, 2025	August 1, 2025	August 4, 2025	August 15, 2025
16	August 1 – 15, 2025	August 18, 2025	August 19, 2025	August 29, 2025

**❖❖SUMMER SEMESTER ENDS AUGUST 15, 2025❖❖**

All jobs for student hourly and international employees will end on this day.  
Work Study positions will end on August 15, 2025

**PAYCHECK PICK-UP:** Cashier's Office – Student Success Building- Room 150. Please bring a photo ID.  
Additional information on student employment can be found at [Student Employment Portal](#)