



# Research Foundation

## PAY SCHEDULE 2025 Calendar Year

<u>2 –Week Pay Period</u>	<u>EPAS Due</u>	<u>Timesheet Due</u>	<u>Pay Date</u>	<u>Pay Cycle</u>
12/15/24 -12/28/24	*12/02/24	*12/18/24	01/03/25	201
12/29/24 - 01/11/25	*12/13/24	01/13/25	01/17/25	202
01/12/25 - 01/25/25	01/10/25	01/27/25	01/31/25	203
01/26/25 - 02/08/25	01/24/25	02/10/25	02/14/25	204
02/09/25 - 02/22/25	02/07/25	02/24/25	02/28/25	205
02/23/25 - 03/08/25	02/21/25	03/10/25	03/14/25	206
03/09/25 - 03/22/25	03/07/25	03/24/25	03/28/25	207
03/23/25 - 04/05/25	03/21/25	04/07/25	04/11/25	208
04/06/25 - 04/19/25	04/04/25	04/21/25	04/25/25	209
04/20/25 - 05/03/25	04/18/25	05/05/25	05/09/25	210
05/04/25 - 05/17/25	*04/25/25	05/19/25	05/23/25	211
05/18/25 - 05/31/25	05/16/25	06/02/25	06/06/25	212
06/01/25 - 06/14/25	05/30/25	*06/13/25	06/20/25	213
06/15/25 - 06/28/25	06/13/25	*06/27/25	*07/03/25	214
06/29/25 - 07/12/25	06/27/25	07/14/25	07/18/25	215
07/13/25 - 07/26/25	07/11/25	07/28/25	08/01/25	216
07/27/28 - 08/09/25	07/25/25	08/11/25	08/15/25	217
08/10/25 - 08/23/25	*08/01/25	08/25/25	08/29/25	218
08/24/25 - 09/06/25	08/22/25	09/08/25	09/12/25	219
09/07/25 - 09/20/25	09/05/25	09/22/25	09/26/25	220
09/21/25 - 10/04/25	09/19/25	10/06/25	10/10/25	221
10/05/25 - 10/18/25	10/03/25	10/20/25	10/24/25	222
10/19/25 - 11/01/25	10/17/25	11/03/25	11/07/25	223
11/02/25 - 11/15/25	10/31/25	11/17/25	11/21/25	224
11/16/25 - 11/29/25	11/14/25	12/01/25	12/05/25	225
11/30/25 - 12/13/25	*11/21/25	*12/10/25	12/19/25	226

\*Earlier submission of e-PAS forms or timesheets requested due to new semester or holiday observance

\*\*ODURF/ODU is CLOSED Monday December 23<sup>rd</sup>, 2024, through Wednesday January 1<sup>st</sup>, 2025.

- We must have all time sheets by 10am Wednesday, December 18<sup>th</sup>, 2024, for the 12/15/24-12/28/24 pay period BEFORE Winter Break. You may estimate your time for the week to process payroll for the 01/03/2025 Pay Date. Any corrections may be made on the following pay period (Pay Date 01/17/2025).
- Please submit e-PAS' no later than Monday, December 2<sup>nd</sup>, 2024, for the pay periods through December 28<sup>th</sup>, 2024.
- Please submit e-PAS' no later than Monday, December 13<sup>th</sup>, 2024, for the pay periods through January 11<sup>th</sup>, 2025.
- Please submit Timesheets no later than Monday, December 10<sup>th</sup>, 2025, for the Pay Date December 19<sup>th</sup>, 2025.

Payroll Authorizations (ePAS) and hourly time sheets are ALWAYS due by 10am on the due date.