

2025 Biweekly Employees - 2025 Schedule of Pay Periods and Processing Cycles

Period		Pay Run ID	Pay Period Dates	Holidays	Personnel/Payroll Cut-Off			Pay Date
For Leave	For Pay				For most NOAs, including Transfers, Reassignments, Promotions, Separations and SF 1150's 1st Monday	For Taxes, Direct Deposits, Allotments, etc. 2nd Wednesday	For Entry of LWOP and WAE Hours into RDE 2nd Thursday	
25	26	B24Z	2-Dec - 15-Dec		12/02/24	12/11/24	12/12/24	12/20/24
26	01	B25A	16-Dec - 29-Dec	Dec 25 - Christmas Day	12/16/24	12/23/24*	12/26/24	01/03/25
27	02	B25B	30-Dec - 12-Jan	Jan 01 – New Year's Day	12/30/24	01/08/25	01/09/25	01/17/25
01	03	B25C	13-Jan - 26-Jan	Jan 20 - Martin Luther King Jr. Birthday	01/13/25	01/22/25	01/23/25	01/31/25
02	04	B25D	27-Jan - 9-Feb		01/27/25	02/05/25	02/06/25	02/14/25
03	05	B25E	10-Feb - 23-Feb	Feb 17 - George Washington's Birthday	02/10/25	02/19/25	02/20/25	02/28/25
04	06	B25F	24-Feb - 9-Mar		02/24/25	03/05/25	03/06/25	03/14/25
05	07	B25G	10-Mar - 23-Mar		03/10/25	03/19/25	03/20/25	03/28/25
06	08	B25H	24-Mar - 6-Apr		03/24/25	04/02/25	04/03/25	04/11/25
07	09	B25I	7-Apr - 20-Apr		04/07/25	04/16/25	04/17/25	04/25/25
08	10	B25J	21-Apr - 4-May		04/21/25	04/30/25	05/01/25	05/09/25
09	11	B25K	5-May - 18-May		05/05/25	05/14/25	05/15/25	05/23/25
10	12	B25L	19-May - 1-Jun	May 26 - Memorial Day	05/19/25	05/28/25	05/29/25	06/06/25
11	13	B25M	2-Jun - 15-Jun		06/02/25	6/10/25*	6/11/25*	06/20/25
12	14	B25N	16-Jun - 29-Jun	June 19 - Juneteenth National Independence Day	06/16/25	6/24/25*	6/25/25*	07/03/25
13	15	B25O	30-Jun - 13-Jul	July 04 - Independence Day	06/30/25	07/09/25	07/10/25	07/18/25
14	16	B25P	14-Jul - 27-Jul		07/14/25	07/23/25	07/24/25	08/01/25
15	17	B25Q	28-Jul - 10-Aug		07/28/25	08/06/25	08/07/25	08/15/25
16	18	B25R	11-Aug - 24-Aug		08/11/25	08/20/25	08/21/25	08/29/25
17	19	B25S	25-Aug - 7-Sep	Sep 01 - Labor Day	08/25/25	09/03/25	09/04/25	09/12/25

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					1st Monday	2nd Wednesday	2nd Thursday	
18	20	B25T	8-Sep - 21-Sep		09/08/25	09/17/25	09/18/25	09/26/25
19	21	B25U	22-Sep - 5-Oct		09/22/25	10/01/25	10/02/25	10/10/25
20	22	B25V	6-Oct - 19-Oct	Oct 13 - Columbus Day	10/06/25	10/15/25	10/16/25	10/24/25
21	23	B25W	20-Oct - 2-Nov		10/20/25	10/29/25	10/30/25	11/07/25
22	24	B25X	3-Nov - 16-Nov	Nov 11 - Veteran's Day	11/03/25	11/12/25	11/13/25	11/21/25
23	25	B25Y	17-Nov - 30-Nov	Nov 27 - Thanksgiving Day	11/17/25	11/25/25*	11/26/25*	12/05/25
24	26	B25Z	1-Dec - 14-Dec		12/01/25	12/10/25	12/11/25	12/19/25
25	01	B26A	15-Dec - 28-Dec	Dec 25 - Christmas Day	12/15/25	12/23/25*	12/24/25*	01/02/26
26	02	B26B	29-Dec - 11-Jan	Jan 01 - New Year's Day	12/29/25	01/07/26	01/08/26	01/16/26

* = Early Personnel and Payroll Cut-off date

The PayRun ID identifies the correct pay period in HRMIS for printing earnings statements. year, while pay periods are determined by the first pay date in the new calendar year.

Personnel actions are not considered on-time if they are incomplete, incorrect, or missing required paperwork.

Leave periods are determined by the first full pay period in the new calendar year, while pay periods are determined by the first pay date in the new calendar year.

All personnel actions must be submitted by the specified cut-off date as well as being signed and dated by the approving officer on or before their effective date. To ensure timely payment, new employees should start work as early in the pay period as possible, ideally on the first Monday of the pay period.

New appointments (with all required documentation) will be processed and paid according to the schedule below. The timeline below refers to the submission of the PAR, not the employee start date. If a new employee is starting on the second Wednesday of the pay period, the completed PAR may be submitted earlier to support timely payroll processing.

Pay Period Processing Schedule for New Appointments Only*

	Mon	Tue	Wed	Thu	Fri
Week 1	Completed PARs for new appointments submitted during this time will be processed and paid as part of the current pay period.				
Week 2	Completed PARs for new appointments submitted during this time will be processed and paid as part of the current pay period <i>if workload permits</i> . If not, they will be processed in the next pay period. The court unit or FDO may request an interim salary payment per the <i>Guide, Vol. 12, Ch. 6, § 695.50(c)</i> by contacting your assigned Payroll Services Branch team via email, at Team One or Team Two .				

*All other PARs must be submitted on the first Monday with all required documentation.