

Summer 2025

Condensed Payroll Calendar

Biweekly Timesheet Due Dates (for students and staff)

Please make sure that your timesheet is submitted in Workday by the due date and that your supervisor approves timely. Timesheets not submitted and approved by the due date will be paid on the following pay date.

Pay Period Beginning	Pay Period Ending	Timesheets Due (employees' responsibility)	Manager Approval Due	Pay Date
May 25	June 7	Fri, June 6	Mon, June 9	June 13
June 8	June 21	Fri, June 20	Mon, June 23	June 27
June 22	July 5	Fri, July 4	Mon, July 7	July 11
July 6	July 19	Fri, July 18	Mon, July 21	July 25
July 20	August 2	Fri, August 1	Mon, August 4	August 8
August 3	August 16	Fri, August 15	Mon, August 18	August 22
August 17	August 30	Fri, August 29	Mon, Sept 1	Sept 5

Email any questions to payroll@etamu.edu.