

## Spring 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.

<b>Pay Period Beginning</b>	<b>Pay Period Ending</b>	<b>Timesheets Due (employees' responsibility)</b>	<b>Manager Approval Due</b>	<b>Pay Date</b>
January 5	January 18	Fri, January 17	Mon, January 20	January 24
January 19	February 1	Fri, January 31	Mon, February 3	February 7
February 2	February 15	Fri, February 14	Mon, February 17	February 21
February 16	March 1	Fri, February 28	Mon, March 3	March 7
March 2	March 15	Fri, March 14	Mon, March 17	March 21
March 16	March 29	Fri, March 28	Mon, March 31	April 4
March 30	April 12	Thur, April 11	Fri, April 14	April 18
April 13	April 26	Fri, April 25	Mon, April 28	May 2
April 27	May 10	Fri, May 9	Mon, May 12	May 16
May 11	May 24	Fri, May 23	Mon, May 26	May 30

Email any questions to [payroll@tamuc.edu](mailto:payroll@tamuc.edu).