

2025



University Payroll Schedule

2025 Payroll Schedule

Legend

Biweekly

-  Biweekly Payday
-  Pay Period Begins
-  Pay Period Ends
-  Payroll Complete
-  Approvers must approve & submit time reports

Monthly

-  Monthly Payday
-  Payroll Complete

2025 Payroll Schedule

SUN	MON	TUE	WED	THU	FRI	SAT
			1 New Year's Day USC Holiday ● 1	2 ● 2	3 Approval Deadline 6:00 am ▲	4
5	6 ★	7	8 \$ BW01	9	10	11
12	13 Spring Semester Classes Begin	14	15 ● 2	16 ● 3	17 Approval Deadline 6:00 am ★ ▲	18
19	20 Martin Luther King Day USC Holiday	21 ★	22 \$ BW02	23	24 \$ ● \$ MO01	25
26	27	28	29 ● 3	30 ● 4	31 Approval Deadline 6:00 am ▲	

Legend

Biweekly

-  Biweekly Payday
-  Pay Period Begins
-  Pay Period Ends
-  Payroll Complete
-  Approvers must approve & submit time reports

DECEMBER 2024

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11 \$	12	13	14
15	16	17	18	19	20	21
22	23	24 \$	25	26	27	28
29	30	31				

FEBRUARY

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5 \$	6	7	8
9	10	11	12	13	14	15
16	17	18	19 \$	20	21	22
23	24	25	26 \$	27	28	

JANUARY 2025

Monthly

-  Monthly Payday
-  Payroll Complete

2025 Payroll Schedule

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5 \$ BW03	6	7	8
9	10 ★	11	12	13	14 Approval Deadline 6:00 am ★▲	15
16	17 Presidents' Day USC Holiday	18	19 \$ BW04	20	21 ★	22
23	24	25	26 \$ MO02	27	28 Approval Deadline 6:00 am ▲	

Legend

Biweekly

-  Biweekly Payday
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-  Pay Period Ends
-  Payroll Complete
-  Approvers must approve & submit time reports

Monthly

-  Monthly Payday
-  Payroll Complete

JANUARY

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8 \$	9	10	11
12	13	14	15	16	17	18
19	20	21	22 \$	23	24 \$	25
26	27	28	29	30	31	

FEBRUARY 2025

MARCH

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5 \$	6	7	8
9	10	11	12	13	14	15
16	17	18	19 \$	20	21	22
23	24	25	26 \$	27	28	29
30	31					

2025 Payroll Schedule

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5 \$ BW05	6	7	8
9 Daylight Saving Time Begins "Spring Forward"	10 ★5	11	12 6	13 7	14 Approval Deadline 6:00 am ▲	15
16	17 ★6	18	19 \$ BW06	20	21 ★3	22
23 30	24 31 ★7	25	26 \$ MO03 7	27 8	28 Approval Deadline 6:00 am ▲	29

Legend

Biweekly

-  Biweekly Payday
-  Pay Period Begins
-  Pay Period Ends
-  Payroll Complete
-  Approvers must approve & submit time reports

FEBRUARY

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5 \$	6	7	8
9	10	11	12	13	14	15
16	17	18	19 \$	20	21	22
23	24	25	26 \$	27	28	

MARCH 2025

APRIL

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2 \$	3	4	5
6	7	8	9	10	11	12
13	14	15	16 \$	17	18	19
20	21	22	23	24	25 \$	26
27	28	29	30 \$			

Monthly

-  Monthly Payday
-  Payroll Complete

2025 Payroll Schedule

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2 \$ BW07	3	4	5
6	7	8	9 8	10 9	11 Approval Deadline 6:00am ▲	12
13	14 8★	15	16 \$ BW08	17	18	19
20	21 4★	22	23 9	24 10	25 Approval Deadline 6am MO04 ▲	26
27	28 9★	29	30 \$ BW09			

MARCH

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5 \$	6	7	8
9	10	11	12	13	14	15
16	17	18	19 \$	20	21	22
23	24	25	26 MO04	27	28	29
30	31					

APRIL 2025

MAY

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14 \$	15	16	17
18	19	20	21	22	23 MO04	24
25	26	27	28 \$	29	30	31

Legend

Biweekly

-  Biweekly Payday
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Monthly

-  Monthly Payday
-  Payroll Complete

2025 Payroll Schedule

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2 Spring Semester Classes End	3
4	5	6	7 ⑩	8 ⑪	9 Approval Deadline 6am ▲	10
11	12 ★⑩	13	14 \$ BW10	15 Commencement	16	17
18	19 ★⑤	20	21 Summer Semester Classes Begin ⑪	22 ⑫	23 Approval Deadline 6am \$ \$ \$ \$ MO05 ▲★	24
25	26 Memorial Day USC Holiday	27	28 \$ BW11	29	30	31

Legend

Biweekly

-  Biweekly Payday
-  Pay Period Begins
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-  Approvers must approve & submit time reports

APRIL

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2 \$	3	4	5
6	7	8	9	10	11	12
13	14	15	16 \$	17	18	19
20	21	22	23	24	25 \$	26
27	28	29	30 \$			

MAY 2025

JUNE

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11 \$	12	13	14
15	16	17	18	19	20	21
22	23	24	25 \$	26 \$	27	28
29	30					

Monthly

-  Monthly Payday
-  Payroll Complete

2025 Payroll Schedule

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6 Approval Deadline 6am ▲	7
8	9	10	11 \$ BW12	12	13	14
15	16	17	18	19 Juneteenth Bank Holiday	20 Approval Deadline 6am ▲	21
22	23	24	25 \$ BW13	26 MO06	27	28
29	30					

Legend

Biweekly

-  Biweekly Payday
-  Pay Period Begins
-  Pay Period Ends
-  Payroll Complete
-  Approvers must approve & submit time reports

MAY

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14 \$	15	16	17
18	19	20	21	22	23 =	24
25	26	27	28 \$	29	30	31

JUNE 2025

JULY

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	
6	7	8	9 \$	10	11	12
13	14	15	16	17	18	19
20	21	22	23 \$	24	25 =	26
27	28	29	30	31		

Monthly

-  Monthly Payday
-  Payroll Complete

2025 Payroll Schedule

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3 Approval Deadline 1:00 pm ▲	4 Independence Day USC Holiday	5
6	7 ★	8	9 \$ BW14	10	11	12
13	14	15	16	17	18 Approval Deadline 6am ▲	19
20	21 ★	22 ★	23 \$ BW15	24	25 \$ MO07	26
27	28	29	30	31		

Legend

Biweekly

-  Biweekly Payday
-  Pay Period Begins
-  Pay Period Ends
-  Payroll Complete
-  Approvers must approve & submit time reports

JUNE

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11 \$	12	13	14
15	16	17	18	19	20	21
22	23	24	25 \$	26 \$	27	28
29	30					

JULY 2025

AUGUST

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6 \$	7	8	9
10	11	12	13	14	15	16
17	18	19	20 \$	21	22	23
24	25	26 \$	27	28	29	30
31						

Monthly

-  Monthly Payday
-  Payroll Complete

2025 Payroll Schedule

SUN	MON	TUE	WED	THU	FRI	SAT
					1 Approval Deadline 6am ▲	2
3	4 ★ ¹⁶	5	6 \$ BW16	7	8	9
10	11	12 Summer Semester Classes End	13 ● ¹⁷	14 ● ¹⁸	15 Approval Deadline 6am ▲	16
17	18 ★ ¹⁷	19	20 \$ BW17	21 ★ ⁸	22	23
24 31	25 Fall Semester Classes Begin	26 \$ ● \$ MO08	27 ● ¹⁸	28 ● ¹⁹	29 Approval Deadline 6am ▲ ★ ¹⁸	30

Legend

Biweekly

-  Biweekly Payday
-  Pay Period Begins
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-  Payroll Complete
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JULY

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	
6	7	8	9 \$	10	11	12
13	14	15	16	17	18	19
20	21	22	23 \$	24 F=J	25	26
27	28	29	30	31		

AUGUST 2025

SEPTEMBER

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3 \$	4	5	6
7	8	9	10	11	12	13
14	15	16	17 \$	18	19	20
21	22	23	24	25	26 F=J	27
28	29	30				

Monthly

-  Monthly Payday
-  Payroll Complete

2025 Payroll Schedule

SUN	MON	TUE	WED	THU	FRI	SAT
	1 Labor Day USC Holiday	2	3 \$ BW18	4	5	6
7	8	9	10 19	11 20	12 Approval Deadline 6am ▲	13
14	15 19★	16	17 \$ BW19	18	19	20
21	22 9★	23	24 20	25 21	26 Approval Deadline 6am MO09 ▲	27
28	29 20★	30				

Legend

Biweekly

-  Biweekly Payday
-  Pay Period Begins
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-  Payroll Complete
-  Approvers must approve & submit time reports

AUGUST

SUN	MON	TUE	WED	THU	FRI	SAT
3	4	5	6	7	8	9
10	11	12	13 \$	14	15	16
17	18	19	20 \$	21	22	23
24	25	26	27	28	29	30
31						

OCTOBER

SUN	MON	TUE	WED	THU	FRI	SAT
			1 \$	2	3	4
5	6	7	8	9	10	11
12	13	14	15 \$	16	17	18
19	20	21	22	23	24	25
26	27	28	29 \$	30	31	

SEPTEMBER 2025

Monthly

-  Monthly Payday
-  Payroll Complete

2025 Payroll Schedule

SUN	MON	TUE	WED	THU	FRI	SAT
			1 \$ BW20	2	3	4
5	6	7	8 21	9 22	10 Approval Deadline 6am 21 ▲	11
12	13 Columbus Day Bank Holiday	14	15 \$ BW21	16	17	18
19	20 10 ★	21	22 22	23 23	24 Approval Deadline 6am MO10 ▲	25
26	27 22 ★	28	29 \$ BW22	30	31	

Legend

Biweekly

-  Biweekly Payday
-  Pay Period Begins
-  Pay Period Ends
-  Payroll Complete
-  Approvers must approve & submit time reports

SEPTEMBER

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3 \$	4	5	6
7	8	9	10	11	12	13
14	15	16	17 \$	18	19	20
21	22	23	24	25	26 P=9	27
28	29	30				

OCTOBER 2025

NOVEMBER

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12 \$	13	14	15
16	17	18	19	20	21	22
23	24	25	26 \$	27	28	29
30						

Monthly

-  Monthly Payday
-  Payroll Complete

2025 Payroll Schedule

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2 Daylight Saving Time Ends "Fall Back"	3	4	5 ● ²³	6 ● ²⁴	7 Approval Deadline 6am ▲	8
9	10 ★ ²³	11 Veterans Day Bank Holiday	12 \$ BW23	13	14	15
16	17	18	19 ● ²⁴	20 ● ²⁵	21 Approval Deadline 6am ▲	22
23 /	24 ★ ²⁴	25	26 \$ MO11BW24	27 Thanksgiving USC Holiday	28 Thanksgiving USC Holiday	29
30						

Legend

Biweekly

-  Biweekly Payday
-  Pay Period Begins
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-  Payroll Complete
-  Approvers must approve & submit time reports

OCTOBER

SUN	MON	TUE	WED	THU	FRI	SAT
		1 \$	2	3	4	
5	6	7	8	9	10	11
12	13	14	15 \$	16	17	18
19	20	21	22	23	24 \$	25
26	27	28	29 \$	30	31	

DECEMBER

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10 \$	11	12	13
14	15	16	17	18	19	20
21	22	23	24 \$	25	26	27
28	29	30	31 \$			

NOVEMBER 2025

Monthly

-  Monthly Payday
-  Payroll Complete

2025 Payroll Schedule

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5 Approval Deadline 6am Fall Semester Classes End ▲	6
7	8	9	10 \$ BW25	11	12	13
14	15	16	17	18	19 Approval Deadline 6am ▲	20
21	22	23	24 \$ MO12 BW26	25 Christmas Day USC Holiday	26 Winter Recess	27
28	29 Winter Recess	30 Winter Recess	31 Winter Recess			

Legend

Biweekly

-  Biweekly Payday
-  Pay Period Begins
-  Pay Period Ends
-  Payroll Complete
-  Approvers must approve & submit time reports

NOVEMBER

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12 \$	13	14	15
16	17	18	19	20	21	22
23	24	25	26 \$	27	28	29
30						

DECEMBER 2025

JANUARY 2026

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7 \$	8	9	10
11	12	13	14	15	16	17
18	19	20	21 \$	22	23	24
25	26 \$	27	28	29	30	31

Monthly

-  Monthly Payday
-  Payroll Complete