



January 2025						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Official ASU-designated holiday	2	3	4
5 Pay period ends: Dec. 23–Jan. 5  Transaction deadline	6 Approve all time  Time entry locks at noon  Pay period starts	7 Time entry remains locked  <b>Payroll complete</b>	8 Payroll reconciliation reporting  Time entry unlocked at 9 a.m.	9	10 Payday	11
12	13	14	15	16	17 <b>Accelerated payroll</b>  Approve all time  Time approval deadline at noon	18
19 Pay period ends: Jan. 6–Jan. 19  Transaction deadline	20 <b>Dr. Martin Luther King, Jr. Day — official ASU-designated holiday</b>  Time entry remains locked  Pay period starts	21 Time entry remains locked  <b>Payroll complete</b>	22 Payroll reconciliation reporting  Time entry unlocked at 9 a.m.	23	24 Payday	25
26	27	28	29	30	31	



February 2025						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2 Pay period ends: Jan. 20–Feb. 2  Transaction deadline	3 Approve all time  Time approval deadline at noon  Pay period starts	4 Time entry remains locked  <b>Payroll complete</b>	5 Payroll reconciliation reporting  Time entry unlocked at 9 a.m.	6	7 Payday	8
9	10	11	12	13	14	15
16 Pay period ends: Feb. 3–Feb. 16  Transaction deadline	17 Approve all time  Time approval deadline at noon  Pay period starts	18 Time entry remains locked  <b>Payroll complete</b>	19 Payroll reconciliation reporting  Time entry unlocked at 9 a.m.	20	21 Payday	22
23	24	25	26	27	28	



March 2025						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2 Pay period ends: Feb. 17–March 2  Transaction deadline	3 Approve all time  Time approval deadline at noon  Pay period starts	4 Time entry remains locked  <b>Payroll complete</b>	5 Payroll reconciliation reporting  Time entry unlocked at 9 a.m.	6	7 Payday	8
9	10	11	12	13	14	15
16 Pay period ends: March 3–March 16  Transaction deadline	17 Approve all time  Time approval deadline at noon  Pay period starts	18 Time entry remains locked  <b>Payroll complete</b>	19 Payroll reconciliation reporting  Time entry unlocked at 9 a.m.	20	21 Payday	22
23	24	25	26	27	28	29
30 Pay period ends: March 17–March 30  Transaction deadline	31 Approve all time  Time approval deadline at noon  Pay period starts					



April 2025						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Time entry remains locked  <b>Payroll complete</b>	2 Payroll reconciliation reporting  Time entry unlocked at 9 a.m.	3	4 Payday	5
6	7	8	9	10	11	12
13 Pay period ends: March 31–April 13  Transaction deadline	14 Approve all time  Time approval deadline at noon  Pay period starts	15 Time entry remains locked  <b>Payroll complete</b>	16 Payroll reconciliation reporting  Time entry unlocked at 9 a.m.	17	18 Payday	19
20	21	22	23	24	25	26
27 Pay period ends: April 14–April 27  Transaction deadline	28 Approve all time  Time approval deadline at noon  Pay period starts	29 Time entry remains locked  <b>Payroll complete</b>	30 Payroll reconciliation reporting  Time entry unlocked at 9 a.m.			



May 2025						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2 Payday	3
4	5	6	7	8	9	10
11 Pay period ends: April 28–May 11  Transaction deadline	12 Approve all time  Time approval deadline at noon  Pay period starts	13 Time entry remains locked  <b>Payroll complete</b>	14 Payroll reconciliation reporting  Time entry unlocked at 9 a.m.	15	16 Payday	17
18	19	20	21	22	23 <b>Accelerated payroll</b>  Approve all time  <b>Time approval deadline at noon</b>	24
25 Pay period ends: May 12–May 25  Transaction deadline	26 <b>Memorial Day — official ASU- designated holiday</b>  Pay period starts	27 Time entry remains locked  <b>Payroll complete</b>	28 Payroll reconciliation reporting  Time entry unlocked at 9 a.m.	29	30 Payday	31



June 2025						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8 Pay period ends: May 26–June 8  Transaction deadline	9 Approve all time  Time approval deadline at noon  Pay period starts	10 Time entry remains locked  <b>Payroll complete</b>	11 Payroll reconciliation reporting  Time entry unlocked at 9 a.m.	12	13 Payday	14
15	16	17	18	19	20	21
22 Pay period ends: June 9–June 22  Transaction deadline	23 Approve all time  Time approval deadline at noon  Pay period starts	24 Time entry remains locked  <b>Payroll complete</b>	25 Payroll reconciliation reporting  Time entry unlocked at 9 a.m.	26	27 Payday	28
29	30					



July 2025						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4 Independence Day — official ASU- designated holiday	5
6 Pay period ends: June 23–July 6  Transaction deadline	7 Approve all time  Time approval deadline at noon  Pay period starts	8 Time entry remains locked  <b>Payroll complete</b>	9 Payroll reconciliation reporting  Time entry unlocked at 9 a.m.	10	11 Payday	12
13	14	15	16	17	18	19
20 Pay period ends: July 7–July 20  Transaction deadline	21 Approve all time  Time approval deadline at noon  Pay period starts	22 Time entry remains locked  <b>Payroll complete</b>	23 Payroll reconciliation reporting  Time entry unlocked at 9 a.m.	24	25 Payday	26
27	28	29	30	31		



August 2025						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3 Pay period ends: July 21–Aug. 3  Transaction deadline	4 Approve all time  Time approval deadline at noon  Pay period starts	5 Time entry remains locked  <b>Payroll complete</b>	6 Payroll reconciliation reporting  Time entry unlocked at 9 a.m.	7	8 Payday	9
10	11	12	13	14	15	16
17 Pay period ends: Aug. 4–Aug. 17  Transaction deadline	18 Approve all time  Time approval deadline at noon  Pay period starts	19 Time entry remains locked  <b>Payroll complete</b>	20 Payroll reconciliation reporting  Time entry unlocked at 9 a.m.	21	22 Payday	23
24	25	26	27	28	29 <b>Accelerated payroll</b>  Approve all time  Time approval deadline at noon	30
31 Pay period ends: Aug. 18–Aug. 31  Transaction deadline						





September 2025						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	<p>1 <b>Labor Day — official ASU-designated holiday</b></p> <p>Time entry remains locked</p> <p>Pay period starts</p>	<p>2 Time entry remains locked</p> <p><b>Payroll complete</b></p>	<p>3 Payroll reconciliation reporting</p> <p>Time entry unlocked at 9 a.m.</p>	4	<p>5 Payday</p>	6
7	8	9	10	11	12	13
<p>14 Pay period ends: Sep. 1–Sep. 14</p> <p>Transaction deadline</p>	<p>15 Approve all time</p> <p>Time approval deadline at noon</p> <p>Pay period starts</p>	<p>16 Time entry remains locked</p> <p><b>Payroll complete</b></p>	<p>17 Payroll reconciliation reporting</p> <p>Time entry unlocked at 9 a.m.</p>	18	<p>19 Payday</p>	20
21	22	23	24	25	26	27
<p>28 Pay period ends: Sep. 15–Sep. 28</p> <p>Transaction deadline</p>	<p>29 Approve all time</p> <p>Time approval deadline at noon</p> <p>Pay period starts</p>	<p>30 Time entry remains locked</p> <p><b>Payroll complete</b></p>				



October 2025						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Payroll reconciliation reporting  Time entry unlocked at 9 a.m.	2	3 Payday	4
5	6	7	8	9	10	11
12 Pay period ends: Sep. 29–Oct. 12  Transaction deadline	13 Approve all time  Time approval deadline at noon  Pay period starts	14 Time entry remains locked  <b>Payroll complete</b>	15 Payroll reconciliation reporting  Time entry unlocked at 9 a.m.	16	17 Payday	18
19	20	21	22	23	24	25
26 Pay period ends: Oct. 13–Oct. 26  Transaction deadline	27 Approve all time  Time approval deadline at noon  Pay period starts	28 Time entry remains locked  <b>Payroll complete</b>	29 Payroll reconciliation reporting  Time entry unlocked at 9 a.m.	30	31 Payday	



# November 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7 <b>Accelerated payroll</b> Approve all time Time approval deadline at noon	8
9 Pay period ends: Oct. 27–Nov. 9  Transaction deadline	10 Time entry remains locked  <b>Payroll complete</b> Pay period starts	11 <b>Veteran’s Day — official ASU-designated holiday</b>  Time entry remains locked	12 Payroll reconciliation reporting  Time entry unlocked at 9 a.m.	13	14 Payday	15
16	17	18	19 Transaction deadline	20 <b>Accelerated payroll</b>  Approve all time Time approval deadline at noon	21 <b>Accelerated payroll</b>  Time entry remains locked  <b>Payroll complete</b>	22
23 Pay period ends: Nov. 10–Nov. 23	24 Payroll reconciliation reporting  Time entry unlocked at 9 a.m.  Pay period starts	25	26 Payday	27 <b>Thanksgiving — official ASU-designated holiday</b>	28 <b>Thanksgiving — official ASU-designated holiday</b>	29
30						



December 2025						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7 Pay period ends: Nov. 24–Dec. 7  Transaction deadline	8 Approve all time  Time approval deadline at noon  Pay period starts	9 Time entry remains locked  <b>Payroll complete</b>	10 Payroll reconciliation reporting  Time entry unlocked at 9 a.m.	11	12 Payday	13
14	15	16	17 Transaction deadline	18 <b>Accelerated payroll</b>  Approve all time  Time approval deadline at noon	19 <b>Accelerated payroll</b>  Time entry remains locked  <b>Payroll complete</b>	20
21 Pay period ends: Dec. 8–Dec. 21	22 Payroll reconciliation reporting  Time entry unlocked at 9 a.m.  Pay period starts	23	24 <b>Payday</b>	25 <b>Official ASU- designated holiday</b>	26 <b>Official ASU- designated holiday</b>	27
28	29	30	31			