

2025 Payroll Process Schedule

	BSU Pay Day
	BSU Holiday
	BSU Early Closure

U= UKG Due @ 2p
 U*= Holiday Sched UKG Due @ 12p
 PP= All Payroll Final Processing

| = Biweekly Period Begin
 | = Biweekly Period End
 BSU Beneficence Days

January 2025						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
	U		PP			
12	13	14	15	16	17	18
19	20	21	22	23	24	25
		U*	PP			
26	27	28	29	30	31	

February 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
	U		PP		3	
9	10	11	12	13	14	15
16	17	18	19	20	21	22
	U		PP		4	
23	24	25	26	27	28	

March 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
	U		PP		5	
9	10	11	12	13	14	15
16	17	18	19	20	21	22
	U		PP		6	
23	24	25	26	27	28	29
30	31					
	U					

April 2025						
S	M	T	W	T	F	S
		1	2	3	4	5
			PP		7	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
	U		PP		8	
20	21	22	23	24	25	26
27	28	29	30			
	U		PP			

May 2025						
S	M	T	W	T	F	S
				1	2	3
					9	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
	U		PP		10	
18	19	20	21	22	23	24
25	26	27	28	29	30	31
		U*	PP		11	

June 2025						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
	U		PP		12	
15	16	17	18	19	20	21
22	23	24	25	26	27	28
	U		PP		13	
29	30					

July 2025						
S	M	T	W	T	F	S
Expect FY 25-26 Holiday approval in the June 2025 board meeting						
		1	2	3	4	5
6	7	8	9	10	11	12
	U		PP		14	
13	14	15	16	17	18	19
20	21	22	23	24	25	26
	U		PP		15	
27	28	29	30	31		

August 2025						
S	M	T	W	T	F	S
						1
						2
3	4	5	6	7	8	9
	U		PP		16	
10	11	12	13	14	15	16
17	18	19	20	21	22	23
	U		PP		17	
24	25	26	27	28	29	30
31						

September 2025						
S	M	T	W	T	F	S
	1	2	3	4	5	6
		U*		PP		18
7	8	9	10	11	12	13
14	15	16	17	18	19	20
	U		PP		19	
21	22	23	24	25	26	27
28	29	30				
	U					

October 2025						
S	M	T	W	T	F	S
			1	2	3	4
					20	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
	U		PP		21	
19	20	21	22	23	24	25
26	27	28	29	30	31	
	U		PP		22	

November 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
	U		PP		23	
16	17	18	19	20	21	22
23	24	25	26	27	28	29
	U*	PP	24			
30						

December 2025						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
	U		PP		25	
14	15	16	17	18	19	20
21	22	23	24	25	26	27
	U*				26	
28	29	30	31			