

April 2025 TL/Payroll Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Payroll Open/Close: Weekly (4/4) Payroll Open/Close: Biweekly (4/4) Check Date: Stipend	2	3 TL Rpt Deadline: Weekly (4/11)	4 Check Date: Weekly Check Date: Biweekly TL Appr Deadline: Weekly (4/11)	5
				Absence Reporting Deadline	Absence Approval Deadline	
6	7 5PM Payroll Open: Weekly (4/11) Absence Processing	8 Payroll Close: Weekly (4/11) 5PM Payroll Open TchFell: (4/11)	9 Payroll Close TchFell: (4/11)	10 TL Rpt Deadline: Weekly (4/18) TL Rpt Deadline: Biweekly (4/18)	11 TL Appr Deadline: Weekly (4/18) TL Appr Deadline: Biweekly (4/18) Check Date: TchFell Check Date: Weekly	12
				Absence Reporting Deadline	Absence Approval Deadline	
13	14 9AM Payroll Open Biweekly Academic (4/18) 5PM Payroll Open Biweekly Staff (4/18) 5PM Payroll Open: Weekly (4/18) Absence Processing	15 Payroll Close: Weekly (4/18) Payroll Close: Biweekly Both (4/18)	16	17 TL Rpt Deadline: Weekly (4/25) File Deadline: Stipend	18 Check Date: Weekly TL Appr Deadline: Weekly (4/25) Check Date: Biweekly	19
			Absence Accrual Cycle	Absence Reporting Deadline	Absence Approval Deadline	
20	21 5PM Payroll Open: Weekly (4/25) Absence Processing	22 Payroll Close: Weekly (4/25) 5PM Payroll Open TchFell: (4/25)	23 Payroll Close TchFell: (4/25)	24 TL Rpt Deadline: Weekly (5/2) TL Rpt Deadline: Biweekly (5/2) Payroll Open: Stipend (5/1)	25 Check Date: Weekly Check Date: TchFell TL Appr Deadline: Weekly (5/2) TL Appr Deadline: Biweekly (5/2) Payroll Close: Stipend (5/1)	26
				Absence Reporting Deadline	Absence Approval Deadline	
27	28 9AM Payroll Open Biweekly Academic (5/2) 5PM Payroll Open Biweekly Staff (5/2) 5PM Payroll Open: Weekly (5/2) Absence Processing	29 Payroll Close: Weekly (5/2) Payroll Close: Biweekly Both (5/2)	30			
Weekly = Yellow						
Biweekly = Blue						
Teaching Fellows = Gold						
Stipend = Lavender						

May 2025 TL/Payroll Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 TL Rpt Deadline: Weekly (5/9) Check Date: Stipend	2 Check Date: Weekly Check Date: Biweekly TL Appr Deadline: Weekly (5/9)	3
				Absence Reporting Deadline	Absence Approval Deadline	
4	5 5PM Payroll Open Weekly (5/9) Absence Processing	6 Payroll Close: Weekly (5/9)	7 Payroll Close TchFell: (5/9)	8 TL Rpt Deadline: Weekly (5/16) TL Rpt Deadline: Biweekly (5/16) File Deadline: Stipend	9 Check Date: Weekly Check Date: TchFell TL Appr Deadline: Weekly (5/16) TL Appr Deadline: Biweekly (5/16)	10
		5PM Payroll Open TchFell: (5/9)		Absence Reporting Deadline	Absence Approval Deadline	
11	12 9AM Payroll Open Biweekly Academic 5PM Payroll Open Biweekly Staff (5/16) 5PM Payroll Open Weekly (5/16) Absence Processing	13 Payroll Close: Weekly (5/16) Payroll Close: Biweekly Both (5/16)	14	15 TL Rpt Deadline: Weekly (5/23) Payroll Opens: Stipend (5/30)	16 Check Date: Weekly Check Date: Biweekly TL Appr Deadline: Weekly (5/23) Payroll Close: Stipend (5/30) Absence Accrual Cycle Absence Approval Deadline	17
				Absence Reporting Deadline		
18	19 5PM Payroll Open Weekly (5/23) Absence Processing	20 Payroll Close: Weekly (5/23)	21 TL Rpt Deadline: Weekly (5/30) TL Rpt Deadline: Biweekly (5/30) Payroll Close TchFell: (5/23)	22 TL Appr Deadline: Weekly (5/30) TL Appr Deadline: Biweekly (5/30)	23 Check Date: Weekly Check Date: TchFell	24
		5PM Payroll Open TchFell: (5/23)	Absence Reporting Deadline	Absence Approval Deadline	Absence Processing	
25	26 Memorial Day 9AM Payroll Open Biweekly Academic 12 PM- Biweekly Staff open (5/30) 12 PM Weekly payroll open (5/30)	27 Payroll Close: Weekly (5/30) Payroll Close: Biweekly Both (5/30)	28	29 TL Rpt Deadline: Weekly (6/07)	30 Check Date: Weekly Check Date: Biweekly Check Date: Stipend TL Appr Deadline: Weekly (6/07)	31
				Absence Reporting Deadline	Absence Approval Deadline	
Weekly = Yellow			Dates in Parentheses refer to the associated Check Date			
Biweekly = Blue			All Dates/Deadlines subject to change			
Teaching Fellows = Gold						
Stipend = Lavender						

June 2025 TL/Payroll Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
		Payroll Open/Close: Weekly (6/6)	Payroll Close TchFell: (6/6)	TL Rpt Deadline: Weekly (6/13) TL Rpt Deadline: Biweekly (6/13)	TL Appr Deadline: Weekly (6/13) TL Appr Deadline: Biweekly (6/13) Check Date: Weekly Check Date: TchFell	
	5PM Payroll Open Weekly (6/6) Absence Processing	5PM Payroll Open TchFell: (6/6)		Absence Reporting Deadline	Absence Approval Deadline	
8	9	10	11	12	13	14
	9AM Payroll Open Biweekly Academic	Payroll Close: Weekly (6/13) Payroll Close: Biweekly Both (6/13)	TL Rpt Deadline: Weekly (6/20)	TL Appr Deadline: Weekly (6/20)	Check Date: Biweekly Check Date: Weekly	
	5PM Payroll Open Biweekly Staff (6/13) 5PM Payroll Open Weekly (6/13) Absence Processing					
			Absence Reporting Deadline	Absence Approval Deadline	Absence Processing	
15	16	17	18	19	20	21
12 PM Weekly payroll open (6/20)	Payroll Close: Weekly (6/20)	Payroll Close TchFell: (6/20)	TL Rpt Deadline: Weekly (6/27) TL Rpt Deadline: Biweekly (6/27) File Deadline: Stipend	Juneteenth	TL Appr Deadline: Weekly (6/27) TL Appr Deadline: Biweekly (6/27) Check Date: Weekly Check Date: TchFell	
	5PM Payroll Open TchFell (6/20) Absence Accrual Cycle		Absence Reporting Deadline		Absence Approval Deadline	Absence Processing
22	23	24	25	26	27	28
	9AM Payroll Open Biweekly Academic	Payroll Close: Weekly (6/27) Payroll Close: Biweekly Both (6/27)	Payroll Opens: Stipend (7/1) TL Rpt Deadline: Weekly (7/3)	TL Appr Deadline: Weekly (7/3) Payroll Close: Stipend (7/1)	Check Date: Weekly Check Date: Biweekly	
	5PM Payroll Open Biweekly Staff (6/27) 5PM Payroll Open Weekly (6/27) Absence Processing					
			Absence Reporting Deadline	Absence Approval Deadline	Absence Processing	
29	30					
12 PM Weekly payroll open (7/3)	Payroll Close: Weekly (7/3)					
	5PM Payroll Open TchFell (7/3)					
Weekly = Yellow		Dates in Parentheses refer to the associated Check Date				
Biweekly = Blue		All Dates/Deadlines subject to change				
Teaching Fellows = Gold						
Stipend = Lavender						

July 2025 TL/Payroll Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
		Payroll Close TchFell: (7/3)	TL Rpt Deadline: Weekly (7/11)	TL Appr Deadline: Weekly (7/11)	July 4th	
		Check Date: Stipend	TL Rpt Deadline: Biweekly (7/11)	TL Appr Deadline: Biweekly (7/11)		
				Check Date: Weekly		
				Check Date: TchFell		
			Absence Reporting Deadline	Absence Approval Deadline		
6	7	8	9	10	11	12
	9AM Payroll Open Biweekly Academic	Payroll Close: Weekly (7/11)		TL Rpt Deadline: Weekly (7/18)	Check Date: Weekly	
		Payroll Close: Biweekly Both (7/11)			Check Date: Biweekly	
					TL Appr Deadline: Weekly (7/18)	
	5PM Payroll Open Biweekly Staff (7/11)					
	5PM Payroll Open Weekly (7/11)			Absence Reporting Deadline	Absence Approval Deadline	
	Absence Processing					
13	14	15	16	17	18	19
		Payroll Close: Weekly (7/18)	Payroll Close TchFell: (7/18)	TL Rpt Deadline: Weekly (7/25)	Check Date: Weekly	
				TL Rpt Deadline: Biweekly (7/25)	Check Date: TchFell	
					TL Appr Deadline: Weekly (7/25)	
	5PM Payroll Open: Weekly (7/18)				TL Appr Deadline: Biweekly (7/25)	
	Absence Processing	5PM Payroll Open TchFell: (7/18)	Absence Accrual Cycle	Absence Reporting Deadline	File Deadline: Stipend	
					Absence Approval Deadline	
20	21	22	23	24	25	26
	9AM Payroll Open Biweekly Academic	Payroll Close: Weekly (7/25)		TL Rpt Deadline: Weekly (8/1)	Check Date: Weekly	
		Payroll Close: Biweekly Both (7/25)			Check Date: Biweekly	
					TL Appr Deadline: Weekly (8/1)	
	5PM Payroll Open Biweekly Staff (7/25)				Payroll Opens: Stipend (8/1)	
	5PM Payroll Open Weekly (7/25)			Absence Reporting Deadline	Absence Approval Deadline	
	Absence Processing					
27	28	29	30	31		
	Payroll Closes Stipend (8/1)	Payroll Close: Weekly (8/1)	Payroll Close TchFell: (8/1)	TL Rpt Deadline: Weekly (8/8)		
				TL Rpt Deadline: Biweekly (8/8)		
	5PM Payroll Open Weekly (8/1)			Absence Reporting Deadline		
	Absence Processing	5PM Payroll Open TchFell: (8/1)				

Weekly = Yellow
 Biweekly = Blue
 Teaching Fellows = Gold
 Stipend = Lavender

Dates in Parentheses refer to the associated Check Date
 All Dates/Deadlines subject to change

August 2025 TL/Payroll Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 Check Date: Weekly Check Date: TchFell TL Appr Deadline: Weekly (8/8) TL Appr Deadline: Biweekly (8/8) Check Date: Stipend Absence Approval Deadline	2
3	4 9AM Payroll Open Biweekly Academic 5PM Payroll Open Biweekly Staff (8/8) 5PM Payroll Open Weekly (8/8) Absence Processing	5 Payroll Close: Weekly (8/8) Payroll Close: Biweekly Both (8/8)	6	7 TL Rpt Deadline: Weekly (8/15) Absence Reporting Deadline	8 Check Date: Weekly Check Date: Biweekly TL Appr Deadline: Weekly (8/15) Absence Approval Deadline	9
10	11 5PM Payroll Open: Weekly (8/15) Absence Processing	12 Payroll Close: Weekly (8/15) 5PM Payroll Open TchFell: (8/15)	13 Payroll Close TchFell: (8/15)	14 TL Rpt Deadline: Weekly (8/22) TL Rpt Deadline: Biweekly (8/22) Absence Reporting Deadline	15 Check Date: Weekly Check Date: TchFell TL Appr Deadline: Weekly (8/22) TL Appr Deadline: Biweekly (8/22) File Deadline: Stipend Absence Accrual Cycle Absence Approval Deadline	16
17	18 9AM Payroll Open Biweekly Academic 5PM Payroll Open Biweekly Staff (8/22) 5PM Payroll Open Weekly (8/22) Absence Processing	19 Payroll Open/Close: Weekly (8/22) Payroll Open/Close: Biweekly Both(8/22)	20	21 TL Rpt Deadline: Weekly (8/29) Absence Reporting Deadline	22 Check Date: Weekly Check Date: Biweekly TL Appr Deadline: Weekly (8/29) Payroll Opens: Stipend (8/29) Absence Approval Deadline	23
24	25 Payroll Closes: Stipend (8/29)	26 Payroll Close: Weekly (8/29)	27 Payroll Close TchFell: (8/29) TL Rpt Deadline: Weekly (9/5) TL Rpt Deadline: Biweekly (9/5)	28 TL Appr Deadline: Weekly (9/5) TL Appr Deadline: Biweekly (9/5)	29 Check Date: Weekly Check Date: TchFell Check Date: Stipend	30
31	5PM Payroll Open: Weekly (8/29) Absence Processing	5PM Payroll Open TchFell: (8/29)	Absence Reporting Deadline	Absence Approval Deadline	Absence Processing	
<p>Weekly = Yellow Biweekly = Blue Teaching Fellows = Gold Stipend = Lavender</p> <p>Dates in Parentheses refer to the associated Check Date All Dates/Deadlines subject to change</p>						

September 2025 TL/Payroll Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Labor Day 9AM Payroll Open Biweekly Academic 12PM Payroll Open Biweekly Staff (9/5) 12PM Payroll Open Weekly (9/5)	Payroll Close: Weekly (9/5) Payroll Close: Biweekly Both (9/5)		TL Rpt Deadline: Weekly (9/12) Absence Reporting Deadline	Check Date: Weekly Check Date: Biweekly TL Appr Deadline: Weekly (9/12) Absence Approval Deadline	
7	5PM Payroll Open: Weekly (9/12) Absence Processing	Payroll Close: Weekly (9/12) 5PM Payroll Open TchFell: (9/12)	Payroll Close TchFell: (9/12)	TL Rpt Deadline: Weekly (9/19) TL Rpt Deadline: Biweekly (9/19) Absence Reporting Deadline	Check Date: Weekly Check Date: TchFell TL Appr Deadline: Weekly (9/19) TL Appr Deadline: Biweekly (9/19) Absence Approval Deadline	13
14	9AM Payroll Open Biweekly Academic 5PM Payroll Open Biweekly Staff (9/19) 5PM Payroll Open Weekly (9/19) Absence Processing	Payroll Close: Weekly (9/19) Payroll Close: Biweekly Both (9/19) 5PM Payroll Open TchFell: (9/12)	Absence Accrual Cycle	TL Rpt Deadline: Weekly (9/26) File Deadline: Stipend Absence Reporting Deadline	Check Date: Weekly Check Date: Biweekly TL Appr Deadline: Weekly (9/26) Absence Approval Deadline	20
21	5PM Payroll Open Weekly (9/26) Absence Processing	Payroll Close: Weekly (9/26) 5PM Payroll Open TchFell: (9/25)	Payroll Close TchFell: (9/26)	TL Rpt Deadline: Weekly (10/3) TL Rpt Deadline: Biweekly (10/3) Payroll Opens: Stipend (10/1) Absence Reporting Deadline	Check Date: Weekly Check Date: TchFell TL Appr Deadline: Weekly (10/3) TL Appr Deadline: Biweekly (10/3) Payroll Closes: Stipend (10/1) Absence Approval Deadline	27
28	9AM Payroll Open Biweekly Academic 5PM Payroll Open Biweekly Staff (10/3) 5PM Payroll Open Weekly (10/3) Absence Processing	Payroll Close: Weekly (10/3) Payroll Close: Biweekly Both (10/3)				
Weekly = Yellow Biweekly = Blue Teaching Fellows = Gold Stipend = Lavender						

All Dates/Deadlines subject to change

October 2025 TL/Payroll Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Check Date: Stipend	2 TL Rpt Deadline: Weekly (10/10)	3 Check Date: Weekly Check Date: Biweekly TL Appr Deadline: Weekly (10/10)	4
				Absence Reporting Deadline	Absence Approval Deadline	
5		6 Payroll Close: Weekly (10/10)	7 Payroll Close TchFell: (10/10) TL Rpt Deadline: Weekly (10/17) TL Rpt Deadline: Biweekly (10/17)	8 TL Appr Deadline: Weekly (10/17) TL Appr Deadline: Biweekly (10/17)	9 Check Date: Weekly Check Date: TchFell	10
	5PM Payroll Open: Weekly (10/10) Absence Processing	5PM Payroll Open TchFell: (10/10)	Absence Reporting Deadline	Absence Approval Deadline	Absence Processing	11
12		13 Columbus Day 9AM Payroll Open Biweekly Academic (10/17)	14 Payroll Close: Weekly (10/17) Payroll Close: Biweekly Both (10/17)	15 TL Rpt Deadline: Weekly (10/24) File Deadline: Stipend	16 Check Date: Weekly Check Date: Biweekly TL Appr Deadline: Weekly (10/24)	17
	12PM Payroll Open Biweekly Staff (10/17) 12PM Payroll Open Weekly (10/17)			Absence Accrual Cycle Absence Reporting Deadline	Absence Approval Deadline	18
19		20 Payroll Close: Weekly (10/24)	21 Payroll Close TchFell: (10/24)	22 TL Rpt Deadline: Weekly (10/31) TL Rpt Deadline: Biweekly (10/31) Payroll Opens: Stipend (10/31)	23 Check Date: Weekly Check Date: TchFell TL Appr Deadline: Weekly (10/31) TL Appr Deadline: Biweekly (10/31) Payroll Closes: Stipend (10/31)	24
	5PM Payroll Open: Weekly (10/24) Absence Processing	5PM Payroll Open TchFell: (10/24)		Absence Reporting Deadline	Absence Approval Deadline	25
26		27 Payroll Close: Weekly (10/31) Payroll Close: Biweekly Both (10/31)	28	29 TL Rpt Deadline: Weekly (11/7)	30 Check Date: Stipend Check Date: Weekly Check Date: Biweekly TL Appr Deadline: Weekly (11/7)	31
	9AM Payroll Open Biweekly Academic (10/31) 5PM Payroll Open Biweekly Staff (10/31) 5PM Payroll Open Weekly (10/31) Absence Processing			Absence Reporting Deadline	Absence Approval Deadline	
Weekly = Yellow Biweekly = Blue Teaching Fellows = Gold Stipend = Lavender			Dates in Parentheses refer to the associated Check Date All Dates/Deadlines subject to change			

November 2025 TL/Payroll Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2		3	4	5	6	7
		Payroll Close: Weekly (11/7)	TL Rpt Deadline: Weekly (11/14)	TL Appr Deadline: Weekly (11/14)	Check Date: Weekly	8
			TL Rpt Deadline: Biweekly (11/14)	TL Appr Deadline: Biweekly (11/14)	Check Date: TchFell	
			Payroll Close TchFell: (11/7)			
	5PM Payroll Open Weekly (11/7)					
	Absence Processing	5PM Payroll Open TchFell: (11/7)	Absence Reporting Deadline	Absence Approval Deadline	Absence Processing	
9	10	11	12	13	14	15
9AM Payroll Open Biweekly Academic (11/14)	Payroll Close: Weekly (11/14)	Veteran's Day		TL Rpt Deadline: Weekly (11/21)	TL Appr Deadline: Weekly (11/21)	
	Payroll Close: Biweekly (11/14)				Check Date: Weekly	
					Check Date: Biweekly	
12PM Payroll Open Biweekly Staff (11/14)						
12PM Payroll Open Weekly (11/14)				Absence Reporting Deadline	Absence Approval Deadline	
16	17	18	19	20	21	22
		Payroll Close: Weekly (11/21)	TL Rpt Deadline: Weekly (11/28)	TL Rpt Deadline: Weekly (11/28)	Check Date: Weekly	
		File Deadline: Stipend	TL Rpt Deadline: Biweekly (11/28)	TL Rpt Deadline: Biweekly (11/28)	Check Date: TchFell	
			Payroll Close TchFell: (11/21)			
	5PM Payroll Open: Weekly (11/21)					
	Absence Processing					
	Absence Accrual Cycle	5PM Payroll Open TchFell: (11/7)	Absence Reporting Deadline	Absence Approval Deadline	Absence Processing	
23	24	25	26	27	28	29
9AM Payroll Open Biweekly Academic (11/28)	Payroll Close: Weekly (11/28)	TL Rpt Deadline: Weekly (12/5)	TL Appr Deadline: Weekly (12/5)	Thanksgiving	Day After Thanksgiving	
12PM Payroll Open: Weekly (11/28)	Payroll Close: Biweekly Both (11/28)	Payroll Opens/ Closes: Stipend (12/1)			Check Date: Weekly	
12PM Payroll Opene: Biweekly (11/28)					Check Date: Biweekly	
30						
		Absence Reporting Deadline	Absence Approval Deadline			
Weekly = Yellow			Dates in Parentheses refer to the associated Check Date			
Biweekly = Blue			All Dates/Deadlines subject to change			
Teaching Fellows = Gold						
Stipend = Lavender						

December 2025 TL/Payroll Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Check Date: Stipend	2 Payroll Close: Weekly (12/5)	3 Payroll Close: TchFell (12/5)	4 TL Rpt Deadline: Weekly (12/12) TL Rpt Deadline: Biweekly (12/12) File Deadline: Stipend	5 Check Date: Weekly Check Date: TchFell TL Appr Deadline: Weekly (12/12) TL Appr Deadline: Biweekly (12/12)	6
	7 5PM Payroll Open: Weekly (12/5) Absence Processing	8 5PM Payroll Open: TchFell (12/5)		10 Absence Reporting Deadline	11 Absence Approval Deadline	
	9 9AM Payroll Open Biweekly Academic	9 Payroll Close: Weekly (12/12) Payroll Close: Biweekly Both (12/12)		10 TL Rpt Deadline: Weekly (12/19) Payroll Opens: Stipend (12/23)	11 Check Date: Weekly Check Date: BiWeekly TL Appr Deadline: Weekly (12/19) Payroll Closes: Stipend (12/23)	13
	14 5PM Payroll Open Biweekly Staff (12/12) 5PM Payroll Open Weekly (12/12) Absence Processing	15	16	17 Absence Reporting Deadline	18 Absence Approval Deadline	
	15	16 Payroll Close: Weekly (12/19)	17 TL Rpt Deadline: Weekly (12/26) TL Rpt Deadline: Biweekly (12/26) Payroll Close: TchFell (12/19)	18 TL Appr Deadline: Biweekly (12/26) TL Appr Deadline: Weekly (12/26)	19 Check Date: Weekly Check Date: TchFell	20
	21 9AM Payroll Open Biweekly Academic (12/26)	22 Payroll Close: Weekly (12/26) Payroll Close: Biweekly Both (12/26)	23 Absence Reporting Deadline	24 Absence Approval Deadline	25 Absence Processing	27
	21 12PM Payroll Open Biweekly Staff (12/26) 12PM Payroll Open Weekly (12/26)	22 TL Rpt Deadline: Weekly (1/2) Check Date: Stipend	23 TL Appr Deadline: Weekly (1/2)	24 Christmas Day	25 Winter Recess Check Date: Weekly Check Date: BiWeekly	
	28 Winter Recess Payroll Close: Weekly (1/2)	29 Winter Recess Payroll Close: TchFell (1/2)	30 Winter Recess	31 New Year's Day	1 Absence Processing Check Date: Weekly Check Date: TchFell	2
	28 12PM Payroll Open: Weekly (1/2) Weekly = Yellow Biweekly = Blue Teaching Fellows = Gold Stipend = Lavender	29 5PM Payroll Open: TchFell (1/2)				

Dates in Parentheses refer to the associated Check Date
All Dates/Deadlines subject to change