April 2025 TL/Payroll Schedule

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

May 2025 TL/Payroll Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Satu	rday
					1	2	3
				TL Rpt Deadline: Weekly (5/9)	Check Date: Weekly		
				Check Date: Stipend	Check Date: Biweekly		
					TL Appr Deadline: Weekly (5/9)		
					· _ · # [·		
							ļ
				Absence Reporting Deadline	Absence Approval Deadline		
	4	5 6	3	7	8	9	10
		Payroll Close: Weekly (5/9)	Payroll Close TchFell: (5/9)	TL Rpt Deadline: Weekly (5/16)	Check Date: Weekly		
				TL Rpt Deadline: Biweekly (5/16)	Check Date: TchFell		
					TL Appr Deadline: Weekly (5/16)		
				File Deadline: Stipend	TL Appr Deadline: Biweekly (5/16)		
	5PM Payroll Open Weekly (5/9)						
	Absence Processing	5PM Payroll OpenTchFell: (5/9)		Absence Reporting Deadline	Absence Approval Deadline		
	11 1:	2 13	3 1	4	15	16	17
	9AM Payroll Open Biweekly Academic	Payroll Close: Weekly (5/16)		TL Rpt Deadline: Weekly (5/23)	Check Date: Weekly		
		Payroll Close: Biweekly Both (5/16)		Payroll Opens: Stipend (5/30)	Check Date: Biweekly		
					TL Appr Deadline: Weekly (5/23)		
	5PM Payroll Open Biweekly Staff (5/16)			Payroll Close: Stipend (5/30)		
	5PM Payroll Open Weekly (5/16)				Absence Accrual Cycle		
	Absence Processing			Absence Reporting Deadline	Absence Approval Deadline		
	18 19					23	24
		Payroll Close: Weekly (5/23)	TL Rpt Deadline: Weekly (5/30)	TL Appr Deadline: Weekly (5/30)	Check Date: Weekly		
			TL Rpt Deadline: Biweekly (5/30)	TL Appr Deadline: Biweekly (5/30)	Check Date: TchFell		
			Payroll Close TchFell: (5/23)				
	5PM Payroll Open Weekly (5/23)			<u> </u>			
	Absence Processing	5PM Payroll Open TchFell: (5/23)	Absence Reporting Deadline	Absence Approval Deadline	Absence Processing		
	25 20		2	-		30	31
	Memorial Day	Payroll Close: Weekly (5/30)		TL Rpt Deadline: Weekly (6/07)	Check Date: Weekly		
	9AM Payroll Open Biweekly Academic	(Payroll Close: Biweekly Both (5/30)			Check Date: Biweekly		
					Check Date: Stipend		
					TL Appr Deadline: Weekly (6/07)		
	12 PM- Biweekly Staff open (5/30)						
	12 PM Weekly payroll open (5/30)		Detection Descentibulities and front if	Absence Reporting Deadline	Absence Approval Deadline		
Weekly = Yellow			Dates in Parentheses refer to the asso				
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 Appr Deadline: Weekly (6/13)	
				TL Rpt Deadline: Biweekly (6/13)	TL Appr Deadline: Biweekly (6/13)	
					Check Date: Weekly	
					Check Date: TchFell	
	5PM Payroll Open Weekly (6/6)					
	Absence Processing	5PM Payroll OpenTchFell: (6/6)		Absence Reporting Deadline	Absence Approval Deadline	
8	9	10	1	1 12	2 1:	3 14
	9AM Payroll Open Biweekly Academic (TL Rpt Deadline: Weekly (6/20)	TL Appr Deadline: Weekly (6/20)	Check Date: Biweekly	
		Payroll Close: Biweekly Both (6/13)			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			-	8 19		0 21
12 PM Weekly payroll open (6/20)	Payroll Close: Weekly (6/20)	Payroll Close TchFell: (6/20)	TL Rpt Deadline: Weekly (6/27)	Juneteenth	TL Appr Deadline: Weekly (6/27)	
			TL Rpt Deadline: Biweekly (6/27)		TL Appr Deadline: Biweekly (6/27)	
			File Deadline: Stipend		Check Date: Weekly	
					Check Date: TchFell	
	5PM Payroll OpenTchFell (6/20)					
	Absence Accrual Cycle		Absence Reporting Deadline		Absence Approval Deadline	
22			_			7 28
	9AM Payroll Open Biweekly Academic (Payroll Opens: Stipend (7/1)	TL Appr Deadline: Weekly (7/3)	Check Date: Weekly	
		Payroll Close: Biweekly Both (6/27)	TL Rpt Deadline: Weekly (7/3)	Payroll Close: Stipend (7/1)	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						
12 PM Weekly payroll open (7/3)	Payroll Close: Weekly (7/3)					
	5PM Payroll OpenTchFell (7/3)					
Weekly = Yellow			Dates in Parentheses refer to the asso	ciated 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	2 3	4	5
		PayrollClose 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		8	9	9 10		12
	9AM Payroll Open Biweekly Academic			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 Processing			Absence Reporting Deadline	Absence Approval Deadline	
13		15	16			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)	
					TL Appr Deadline: Biweekly (7/25)	
					File Deadline: Stipend	
	5PM Payroll Open: Weekly (7/18)					
	Absence Processing	5PM Payroll Open TchFell: (7/18)	Absence Accural Cycle	Absence Reporting Deadline	Absence Approval Deadline	
20		22	23	-		5 26
	9AM Payroll Open Biweekly Academic			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 Biweekly Stall (7/25) 5PM Payroll Open Weekly (7/25)					
	Absence Processing			Absence Reporting Deadline	Absence Approval Deadline	
27		29	30			
	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)		
				· _ · · - · · · · · · · · · · · · · · ·		
1						
1						
1	5PM Payroll Open Weekly (8/1)					
	Absence Processing	5PM Payroll Open TchFell: (8/1)		Absence Reporting Deadline		
Weekly = Ye			Dates in Parentheses refer to the asso			
Biweekly = B			All Dates/Deadlines subject to change			
Teaching Fel						
Stipend = La	vender					

August 2025 TL/Payroll Schedule

Payroll Close: Weekly (8/15) Payroll Close: TchFell: (8/15) TL Rpt Deadline: Weekly (8/22) Check Date: Weekly (B/22) TL Rpt Deadline: Biweekly (8/22) 5PM Payroll Open: Weekly (8/15) 5PM Payroll Open TchFell: (8/15) Absence Reporting Deadline Absence Approval Deadline 17 9AM Payroll Open Biweekly Staff (8/22) Payroll Open/Close: Weekly (8/22) Payroll Open/Close: Weekly (8/22) 5PM Payroll Open Biweekly Staff (8/22) Payroll Open/Close: Biweekly Both(8/22) TL Rpt Deadline: Weekly (8/29) Check Date: Weekly (8/29) 5PM Payroll Open Biweekly Staff (8/22) Payroll Open/Close: Biweekly Both(8/22) TL Rpt Deadline: Weekly (8/29) Check Date: Weekly (8/29) 5PM Payroll Open Biweekly Staff (8/22) Payroll Open/Close: Biweekly Both(8/22) TL Rpt Deadline: Weekly (8/29) Payroll Open: Weekly (8/29) 5PM Payroll Open Weekly (8/22) Payroll Close: TchFell: (8/29) TL Rpt Deadline: Weekly (8/5) Check Date: Weekly (8/29) 31 SPM Payroll Open: Weekly (8/29) Payroll Close: Weekly (8/29) TL Rpt Deadline: Biweekly (9/5) Check Date: Stipend 31 SPM Payroll Open: Weekly (8/29) Absence Reporting Deadline Absence Processing Check Date: Stipend	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
3 Check Date: TorFeil Th. Appr Deadline: Weekly (88) Th. Appr Deadline: Weekly (88) Check Date: Stepend 3 Payrol Cyse: Weekly (88) Payrol Cise: Weekly (88) SPM Payrol Open Biweekly Academic Payrol Cise: Biweekly Both (88) 5 6 7 Check Date: Stepend 8 5 PAM Payrol Open Biweekly Staff (89) SPM Payrol Open Biweekly Staff (89) SPM Payrol Open Biweekly Staff (89) SPM Payrol Open Biweekly (815) FM Payrol Open Biweekly Staff (89) SPM Payrol Open Biweekly (815) 8 Absence Reporting Deadline Absence Approval Deadline 5 10 11 Payrol Cise: Weekly (815) Payrol Cise: Weekly (815) 8 14 15 16 10 11 Payrol Cise: Weekly (815) Payrol Cise: Weekly (815) 17 Rpt Deadline: Weekly (822) Check Date: Stepend 16 16 16 16 16 16 16 16 16 16 17 Rpt Deadline: Weekly (812) Check Date: Stepend 17 Rpt Deadline: Biweekly (822) Th. Appr Deadline Weekly (822) Payrol Open Cise: Weekly (822) Payrol Open Cise: Weekly (823) Payrol Open Cise: Weekly (823) Th. Appr Deadline Weekly (82) Payrol Open Cise: Weekly						1	2
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3 AM Payrol Open Biweekiy Academic Payrol Close: Weekiy (8/8) 7 8 9 3 SAM Payrol Open Biweekiy Academic Payrol Close: Weekiy (8/8) 7 8 9 4 S 6 TL Rpt Deadline: Weekiy (8/15) Check Date: Weekiy (8/15) Check Date: Weekiy (8/15) 7 8 9 5 SPM Payrol Open Biweekiy Staff (8/8) Payrol Close: Biweekiy Bohr (8/8) 7 7 8 9 10 11 Payrol Close: Weekiy (8/15) Payrol Close: Biweekiy (8/15) 7 Check Date: Weekiy (8/15) 7 Check Date: Weekiy (8/15) 7 <							
3 AM Payroll Open Biweskly Academic Payroll Close: Weekly (8/15) F Check Date: Stipend Absence Approval Deadline 3 SAM Payroll Open Biweskly Academic Payroll Close: Biweskly Both (8/8) F T. Rpt Deadline: Weekly (8/15) Check Date: Weekly (8/15) Check Date: Weekly (8/15) 5PM Payroll Open Biweskly Staff (8/8) Payroll Close: Biweskly Both (8/8) Absence Approval Deadline Absence Approval Deadline Absence Approval Deadline 10 Absence Processing 11 Payroll Close: TohFell: (8/15) TL Rpt Deadline: Weekly (8/22) Check Date: Weekly (8/22) Check Date: Weekly (8/22) 11 Rpt Deadline: Silveekly (8/15) SPM Payroll Open: Weekly (8/15) SPM Payroll Open: Weekly (8/22) TL Rpt Deadline: Biweekly (8/22) Check Date: Weekly (8/22) 12 Payroll Close: Weekly (8/15) SPM Payroll Open: Weekly (8/22) TL Rpt Deadline: Biweekly (8/22) TL Appr Deadline: Biweekly (8/22) 14 Absence Approval Deadline Absence Approval Deadline Biweekly (8/22) TL Appr Deadline: Biweekly (8/22) TL Appr Deadline: Biweekly (8/22) 15 SPM Payroll Open: Weekly (8/22) SPM Payroll Open: Close: Biweekly Both (8/22) TL Rpt Deadline: Biweekly (8/22) TL Appr Deadline: Biweekly (8/22) TL Appr Deadline: Weekly (8/22)							
3 9AM Payroll Open Biweekly Academic Payroll Close: Weekly (8/5) 6 7 Check Date: Weekly Check Date: Check Date: Check Date: Check Date: Check Date: Check Date: Check Date: Check							
3 9AM Payroll Open Biweekly Academic Payroll Close: Weekly (8/5) 7 6 7						Check Date: Stipend	
3 9AM Payroll Open Biweekly Academic Payroll Close: Weekly (8/5) 7 6 7							
9AM Payroll Open Biweekly Academic Payroll Close: Weekly (8/15) TL Rpt Deadline: Weekly (8/15) Check Date: Weekly (8/15) 5PM Payroll Open Biweekly Staff (8/8) Absence Reporting Deadline Absence Reporting Deadline Absence Approval Deadline 10 Absence Processing 11 Payroll Close: Weekly (8/15) 14 Check Date: Weekly (8/22) 11 Payroll Open Biweekly Staff (8/8) Payroll Close: Weekly (8/15) 15 16 10 Absence Processing 11 Payroll Close: Weekly (8/15) 16 5PM Payroll Open Biweekly (8/15) SPM Payroll Open TohFell: (8/15) 11 14 Check Date: Weekly (8/22) 11 Payroll Open: Weekly (8/15) SPM Payroll Open TohFell: (8/15) 11 14 Check Date: Weekly (8/22) 12 Payroll Open: Weekly (8/15) SPM Payroll Open TohFell: (8/15) Absence Reporting Deadline Absence Approval Deadline 13 SPM Payroll Open Biweekly Staff (8/22) 14 Check Date: Weekly (8/22) 14 14 Payroll Open/Close: Weekly (8/22) 14 Absence Approval Deadline Absence Approval Deadline 14 Payroll Open Biweekly Staff (8/22) SPM Payroll Open Biweekly Staff (8/22) 15 16	2					Absence Approval Deadline	
SPM Payroll Open Biweekly Staff (80) Payroll Close: Biweekly Both (8/8) Absence Reporting Deadline: Weekly (8/15) Absence Approval Deadline: Weekly (8/15) 10 11 Payroll Close: Weekly (8/15) Payroll Close: TohFell: (8/15) Absence Reporting Deadline: Weekly (8/22) Check Date: Weekly (8/22) TL Appr Deadline: Biweekly (8/29)	3	4 AM Dayrall Open Riweekly Academia	5 Devrell Clesse: Weekly (8/8)	e e e e e e e e e e e e e e e e e e e		Chack Data: Weakly	, ,
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SPM Payroll Open Biweekly Staff (6/8) SPM Payroll Open Weekly (8/8) Absence Reporting Deadline Absence Approval Deadline 10 11 12 13 14 14 15 16 10 11 Payroll Close: Weekly (8/15) Payroll Close: TchFell: (8/15) 11. Rpt Deadline: Weekly (8/22) Check Date: TchFell 14 15 16 5PM Payroll Open: Weekly (8/15) SPM Payroll Open: TchFell: (8/15) 11. Rpt Deadline: Weekly (8/22) Check Date: TchFell 14 Absence Approval Deadline Absence Approval Deadline Absence Approval Deadline 14 15 16 5PM Payroll Open: Weekly (8/15) SPM Payroll Open TchFell: (8/15) Absence Approval Deadline Absence Approval Deadline Absence Approval Deadline Absence Approval Deadline 22 23 17 SPM Payroll Open Biweekly Staff (8/22) Payroll Close: Weekly (8/22) Payroll Close: Weekly (8/22) Check Date: Biweekly 22 23 17 SPM Payroll Open Biweekly Staff (8/22) Payroll Close: Weekly (8/22) Payroll Close: Weekly (8/29) Check Date: Biweekly (8/29) Payroll Close: Stipend (8/29) Payroll Close: Weekly (8/29) Payroll Close: Weekly (8/29) Payroll Close: Weekly (8/29) Payroll Close: Weekly (9/5) TL App			Payroli Close. Biweekiy Bolii (6/6)				
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Teaching Fellows = Gold							
				,			
Stipend = Lavender	0						

September 2025 TL/Payroll Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	3	5	6
	Labor Day	Payroll Close: Weekly (9/5)		TL Rpt Deadline: Weekly (9/12)	Check Date: Weekly	
	9AM Payroll Open Biweekly Academic (Payroll Close: Biweekly Both (9/5)			Check Date: Biweekly	
					TL Appr Deadline: Weekly (9/12)	
	12PM Payroll Open Biweekly Staff (9/5)					
	12PM Payroll Open Weekly (9/5)			Absence Reporting Deadline	Absence Approval Deadline	
	8	9			12 Check Date: Weekly	13
		Payroll Close: Weekly (9/12)	Payroll Close TchFell: (9/12)	TL Rpt Deadline: Weekly (9/19) TL Rpt Deadline: Biweekly (9/19)	Check Date: TchFell	
				TL Rpt Deadline: Biweekiy (9/19)	TL Appr Deadline: Weekly (9/19)	
					TL Appr Deadline: Biweekly (9/19)	
					TE Appi Deadline. Diweekly (3/13)	
	5PM Payroll Open: Weekly (9/12)					
	Absence Processing	5PM Payroll Open TchFell: (9/12)		Absence Reporting Deadline	Absence Approval Deadline	
14			17			20
	9AM Payroll Open Biweekly Academic (Payroll Close: Weekly (9/19)		TL Rpt Deadline: Weekly (9/26)	Check Date: Weekly	
		Payroll Close: Biweekly Both (9/19)		File Deadline: Stipend	Check Date: Biweekly	
		, , ,		·	TL Appr Deadline: Weekly (9/26)	
	5PM Payroll Open Biweekly Staff (9/19)					
	5PM Payroll Open Weekly (9/19)					
	Absence Processing		Absence Accrual Cycle	Absence Reporting Deadline	Absence Approval Deadline	
2'	1 22					27
		Payroll Close: Weekly (9/26)	Payroll Close TchFell: (9/26)	TL Rpt Deadline: Weekly (10/3)	Check Date: Weekly	
				TL Rpt Deadline: Biweekly (10/3)	Check Date: TchFell	
				Payroll Opens: Stipend (10/1)	TL Appr Deadline: Weekly (10/3)	
					TL Appr Deadline: Biweekly (10/3) Payroll Closes: Stipend (10/1)	
					Payroli Closes: Supend (10/1)	
	5PM Payroll Open Weekly (9/26)					
	Absence Processing	5PM Payroll Open TchFell: (9/25)		Absence Reporting Deadline	Absence Approval Deadline	
28						
	9AM Payroll Open Biweekly Academic (
		Payroll Close: Biweekly Both (10/3)				
		, , , , , , , , , , , , , , , , , , ,				
	5PM Payroll Open Biweekly Staff (10/3)					
	5PM Payroll Open Weekly (10/3)					
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Weekly = Ye						
Biweekly = E	Blue		All Dates/Deadlines subject to change			
	ellows = Gold					
Stipend = La	avender					

October 2025 TL/Payroll Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2 3	3 4
			Check Date: Stipend	TL Rpt Deadline: Weekly (10/10)	Check Date: Weekly	
					Check Date: Biweekly	
					TL Appr Deadline: Weekly (10/10)	
				Absence Reporting Deadline	Absence Approval Deadline	
5	6	7		8	9 10	0 11
		Payroll Close: Weekly (10/10)	Payroll Close TchFell: (10/10)	TL Appr Deadline: Weekly (10/17)	Check Date: Weekly	
			TL Rpt Deadline: Weekly (10/17)	TL Appr Deadline: Biweekly (10/17)	Check Date: TchFell	
			TL Rpt Deadline: Biweekly (10/17)			
	5PM Payroll Open: Weekly (10/10)					
	Absence Processing	5PM Payroll Open TchFell: (10/10)	Absence Reporting Deadline	Absence Approval Deadline	Absence Processing	
12		14	1	5 1	-	7 18
		Payroll Close: Weekly (10/17)		TL Rpt Deadline: Weekly (10/24)	Check Date: Weekly	
	9AM Payroll Open Biweekly Academic (10/17)	Payroll Close: Biweekly Both (10/17)		File Deadline: Stipend	Check Date: Biweekly	
					TL Appr Deadline: Weekly (10/24)	
	12PM Payroll Open Biweekly Staff (10/17)			Absence Accrual Cycle		
19	12PM Payroll Open Weekly (10/17) 20	21		Absence Reporting Deadline	Absence Approval Deadline	
19	20	21 Payroll Close: Weekly (10/24)	Payroll Close TchFell: (10/24)	TL Rpt Deadline: Weekly (10/31)	Check Date: Weekly	4 25
		Payroll Close: Weekly (10/24)	Payroll Close TchFell: (10/24)	TL Rpt Deadline: Weekly (10/31) TL Rpt Deadline: Biweekly (10/31)	Check Date: TchFell	
				Payroll Opens: Stipend (10/31)	TL Appr Deadline: Weekly (10/31)	
					TL Appr Deadline: Biweekly (10/31)	
					Payroll Closes: Stipend (10/31)	
	5PM Payroll Open: Weekly (10/24)					
	Absence Processing	5PM Payroll Open TchFell: (10/24)		Absence Reporting Deadline	Absence Approval Deadline	
26		28	2	9 3		1
	9AM Payroll Open Biweekly Academic (10/31)	Payroll Close: Weekly (10/31)		TL Rpt Deadline: Weekly (11/7)	Check Date: Stipend	
	, , , , , , , , , , , , , , , , , , ,	Payroll Close: Biweekly Both (10/31)			Check Date: Weekly	
					Check Date: Biweekly	
					TL Appr Deadline: Weekly (11/7)	
	5PM Payroll Open Biweekly Staff (10/31)					
	5PM Payroll Open Weekly (10/31)					
	Absence Processing			Absence Reporting Deadline	Absence Approval Deadline	
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Biweekly = B			All Dates/Deadlines subject to change	2		
Teaching Fell						
Stipend = Lav	vender					

November 2025 TL/Payroll Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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	2		E			
2	3	4 Payroll Close: Weekly (11/7)	TL Rpt Deadline: Weekly (11/14)	TL Appr Deadline: Weekly (11/14)	Check Date: Weekly	0
			TL Rpt Deadline: Biweekly (11/14)	TL Appr Deadline: Weekly (11/14)	Check Date: TchFell	
			Payroll Close TchFell: (11/7)	TE Appi Deaulille. Diweekiy (TI/14)	Check Date. TChreil	
	5PM Payroll Open Weekly (11/7)					
	Absence Processing	5PM Payroll Open TchFell: (11/7)	Absence Reporting Deadline	Absence Approval Deadline	Absence Processing	
9	10		12			15
9AM Payroll Open Biweekly Academic (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 Staff (11/14)						
				Absence Reporting Deadline	Absence Approval Deadline	
16	17	18	19			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 26	Absence Approval Deadline 27	Absence Processing	
23 9AM Payroll Open Biweekly Academic (11/28)	24 Payroll Close: Weekly (11/28)	25 TL Rpt Deadline: Weekly (12/5)	TL Appr Deadline: Weekly (12/5)	27 Thanksgiving	28 Day After Thanksgiving	29
12PM Payroll Open: Weekly (11/28)	Payroll Close: Weekly (11/28) Payroll Close: Biweekly Both (11/28)	Payroll Opens/ Closes: Stipend (12/1)	TE Appr Deadline. Weekly (12/5)	manksylving	Check Date: Weekly	
12PM Payroll Open: Weekly (11/28) 12PM Payroll Opene: Biweekly (11/28)	Fayroli Glose. Diweekiy Doliti (11/28)	Payroli Opens/ Closes. Superid (12/1)			Check Date: Weekly Check Date: Biweekly	
30	1				Chook Date. Diweekly	
		Absence Reporting Deadline	Absence Approval Deadline			
Weekly = Yellow	·		Dates in Parentheses refer to the assoc	ciated 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		2 3	3 4		6 6
	Check Date: Stipend	Payroll Close: Weekly (12/5)	Payroll Close: TchFell (12/5)	TL Rpt Deadline: Weekly (12/12)	Check Date: Weekly	
				TL Rpt Deadline: Biweekly (12/12)	Check Date: TchFell	
				File Deadline: Stipend	TL Appr Deadline: Weekly (12/12)	
					TL Appr Deadline: Biweekly (12/12)	
	5PM Payroll Open: Weekly (12/5)				Absence Approval Deadline	
	Absence Processing	5PM Payroll Open: TchFell (12/5)		Absence Reporting Deadline		
7	8	ç	10			13
	9AM Payroll Open Biweekly Academic (TL Rpt Deadline: Weekly (12/19)	Check Date: Weekly	
		Payroll Close:Biweekly Both (12/12)		Payroll Opens: Stipend (12/23)	Check Date: BiWeekly	
					TL Appr Deadline: Weekly (12/19)	
					Payroll Closes: Stipend (12/23)	
	EDM Davies III On an Diversity Of a ff (40)44					1
	5PM Payroll Open Biweekly Staff (12/12	2)				
	5PM Payroll Open Weekly (12/12) Absence Processing			Absence Reporting Deadline	Absence Approval Deadline	
14		16	17			20
14	15	Payroll Close: Weekly (12/19)	TL Rpt Deadline: Weekly (12/26)	TL Appr Deadline: Biweekly (12/26)	Check Date: Weekly	20
		Payroli Close. Weekly (12/19)	TL Rpt Deadline: Biweekly (12/26)	TL Appr Deadline: Weekly (12/20)	Check Date: TchFell	
			Payroll Close: TchFell (12/19)	TE Appi Deadline. Weekiy (12/20)	Check Date. Toni eli	
			Fayroll Close. Terli eli (12/19)			
	5PM Payroll Open: Weekly (12/19)	5PM Payroll Open: TchFell (12/19)				
	Absence Processing	Absence Accrual Cvcle	Absence Reporting Deadline	Absence Approval Deadline	Absence Processing	
21		23				27
9AM Payroll Open Biweekly Academic (12/26)		TL Rpt Deadline: Weekly (1/2)	TL Appr Deadline: Weekly (1/2)	Christmas Day	Winter Recess	
		Check Date: Stipend		· · · · · · · · · · · · · · · · · · ·	Check Date: Weekly	
	·		Christmas Eve Half Day		Check Date: BiWeekly	
12PM Payroll Open Biweekly Staff (12/26)						
12PM Payroll Open Weekly (12/26)		Absence Reporting Deadline	Absence Approval Deadline		Absence Processing	
28	29			1	2	2
	Winter Recess	Winter Recess	Winter Recess	New Year's Day	Check Date: Weekly	
	Payroll Close: Weekly (1/2)	Payroll Close:TchFell (1/2)			Check Date: TchFell	
12PM Payroll Open: Weekly (1/2)	5PM Payroll Open:TchFell (1/2)					
Weekly = Yellow			Dates in Parentheses refer to the asso	ciated Check Date		
Biweekly = Blue			All Dates/Deadlines subject to change			
Teaching Fellows = Gold						
Stipend = Lavender						
autonuoi		l.				