

**THOMAS JEFFERSON SCHOOL OF LAW  
2025 PAYROLL SCHEDULE**

**TIMESHEETS ARE DUE BY CLOSE OF BUSINESS ON THE LAST DAY OF EACH PAY PERIOD  
UNLESS OTHERWISE NOTED**

Timesheets must be Accurate, Complete & Approved by both the Employee and Supervisor by the due date.

<b>PAY PERIOD DATES:</b>				
<b>PP #</b>	<b>BEGIN</b>	<b>END</b>	<b>TIMESHEETS DUE</b>	<b>PAY DATE</b>
1	12/21/24	01/03/25	01/03/25	01/10/25
2	01/04/25	01/17/25	01/17/25	01/24/25
3	01/18/25	01/31/25	01/31/25	02/07/25
4	02/01/25	02/14/25	02/14/25	02/21/25
5	02/15/25	02/28/25	02/28/25	03/07/25
6	03/01/25	03/14/25	03/14/25	03/21/25
7	03/15/25	03/28/25	03/28/25	04/04/25
8	03/29/25	04/11/25	04/11/25	04/18/25
9	04/12/25	04/25/25	04/25/25	05/02/25
10	04/26/25	05/09/25	05/09/25	05/16/25
11	05/10/25	05/23/25	05/23/25	05/30/25
12	05/24/25	06/06/25	06/06/25	06/13/25
13	06/07/25	06/20/25	06/20/25	06/27/25
14	06/21/25	07/04/25	07/04/25	07/11/25
15	07/05/25	07/18/25	07/18/25	07/25/25
16	07/19/25	08/01/25	08/01/25	08/08/25
17	08/02/25	08/15/25	08/15/25	08/22/25
18	08/16/25	08/29/25	08/29/25	09/05/25
19	08/30/25	09/12/25	09/12/25	09/19/25
20	09/13/25	09/26/25	09/26/25	10/03/25
21	09/27/25	10/10/25	10/10/25	10/17/25
22	10/11/25	10/24/25	10/24/25	10/31/25
23	10/25/25	11/07/25	11/07/25	11/14/25
24	11/08/25	11/21/25	11/21/25	11/28/25
25	11/22/25	12/05/25	12/05/25	12/12/25
26	12/06/25	12/19/25	*12/16/2025	12/26/25
<b>*Indicates timesheets due on an earlier date</b>				