



Bi-Weekly Pay Schedule

	Pay Period Dates	Pay Date	Employee Entry Deadline	Supervisor Approval Deadline
1	12/22/24 – 1/4/25	1/10/25	1/6/25 by 10 a.m.	1/6/25 by 5 p.m.
2	1/5/25 – 1/18/25	1/24/25	1/20/25 by 10 a.m.	1/20/25 by 5 p.m.
3	1/19/25 – 2/1/25	2/7/25	2/3/25 by 10 a.m.	2/3/25 by 5 p.m.
4	2/2/25 – 2/15/25	2/21/25	2/17/25 by 10 a.m.	2/17/25 by 5 p.m.
5	2/16/25 – 3/1/25	3/7/25	3/3/25 by 10 a.m.	3/3/25 by 5 p.m.
6	3/2/25 – 3/15/25	3/21/25	3/17/25 by 10 a.m.	3/17/25 by 5 p.m.
7	3/16/25 – 3/29/25	4/4/25	3/31/25 by 10 a.m.	3/31/25 by 5 p.m.
8	3/30/25 – 4/12/25	4/18/25	4/14/25 by 10 a.m.	4/14/25 by 5 p.m.
9	4/13/25 – 4/26/25	5/2/25	4/28/25 by 10 a.m.	4/28/25 by 5 p.m.
10	4/27/25 – 5/10/25	5/16/25	5/12/25 by 10 a.m.	5/12/25 by 5 p.m.
11	5/11/25 – 5/24/25	5/30/25	5/26/25 by 10 a.m.	5/26/25 by 5 p.m.
12	5/25/25 – 6/7/25	6/13/25	6/9/25 by 10 a.m.	6/9/25 by 5 p.m.
13	6/8/25 – 6/21/25	6/27/25	6/23/25 by 10 a.m.	6/23/25 by 5 p.m.
14	6/22/25 – 7/5/25	7/11/25	7/7/25 by 10 a.m.	7/7/25 by 5 p.m.
15	7/6/25 – 7/19/25	7/25/25	7/21/25 by 10 a.m.	7/21/25 by 5 p.m.
16	7/20/25 – 8/2/25	8/8/25	8/4/25 by 10 a.m.	8/4/25 by 5 p.m.
17	8/3/25 – 8/16/25	8/22/25	8/18/25 by 10 a.m.	8/18/25 by 5 p.m.
18	8/17/25 – 8/30/25	9/5/25	9/1/25 by 10 a.m.	9/1/25 by 5 p.m.
19	8/31/25 – 9/13/25	9/19/25	9/15/25 by 10 a.m.	9/15/25 by 5 p.m.
20	9/14/25 – 9/27/25	10/3/25	9/29/25 by 10 a.m.	9/29/25 by 5 p.m.
21	9/28/25 – 10/11/25	10/17/25	10/13/25 by 10 a.m.	10/13/25 by 5 p.m.
22	10/12/25 – 10/25/25	10/31/25	10/27/25 by 10 a.m.	10/27/25 by 5 p.m.
23	10/26/25 – 11/8/25	11/14/25	11/10/25 by 10 a.m.	11/10/25 by 5 p.m.
24	11/9/25 – 11/22/25	11/28/25	11/24/25 by 10 a.m.	11/24/25 by 5 p.m.
25	11/23/25 – 12/6/25	12/12/25	12/8/25 by 10 a.m.	12/8/25 by 5 p.m.
26	12/7/25 – 12/20/25	12/26/25	12/22/25 by 10 a.m.	12/22/25 by 5 p.m.
1	12/21/25 – 1/3/26	1/9/26	1/5/25 by 10 a.m.	1/5/25 by 5 p.m.

For payroll questions, please contact the Office of Human Resources.

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