

RESEARCH FOUNDATION

2025 PAYROLL DATES

| January | February | March |
|--|---|---|
| Su M Tu W Th F Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 | Su M Tu W Th F Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 | Su M Tu W Th F Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 |
| April | May | June |
| Su M Tu W Th F Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 | Su M Tu W Th F Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 | Su M Tu W Th F Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 |
| July | August | September |
| Su M Tu W Th F Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 | Su M Tu W Th F Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 | Su M Tu W Th F Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 |
| October | November | December |
| Su M Tu W Th F Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 | Su M Tu W Th F Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 | Su M Tu W Th F Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 |

Timesheet Schedule

Timesheets due every month.
See below for due dates & pay dates.

| Timesheet Period | Biweekly Periods | Pay Date |
|--|-------------------|----------|
| | Start End | |
| January <small>(Due 07-Feb-24)</small> | 28Dec24 - 10Jan25 | 01/10/25 |
| | 11Jan25 - 24Jan25 | 01/24/25 |
| | 25Jan25 - 07Feb25 | 02/07/25 |
| February <small>(Due 07-Mar-24)</small> | 08Feb25 - 21Feb25 | 02/21/25 |
| | 22Feb25 - 07Mar25 | 03/07/25 |
| March <small>(Due 04-Apr-24)</small> | 08Mar25 - 21Mar25 | 03/21/25 |
| | 22Mar25 - 04Apr25 | 04/04/25 |
| April <small>(Due 02-May-24)</small> | 05Apr25 - 18Apr25 | 04/18/25 |
| | 19Apr25 - 02May25 | 05/02/25 |
| May <small>(Due 06-Jun-24)</small> | 03May25 - 16May25 | 05/16/25 |
| | 17May25 - 30May25 | 05/30/25 |
| | 31May25 - 13Jun25 | 06/13/25 |
| June <small>(Due 07-Jul-24)</small> | 14Jun25 - 27Jun25 | 06/27/25 |
| | 28Jun25 - 11Jul25 | 07/11/25 |
| July <small>(Due 08-Aug-24)</small> | 12Jul25 - 25Jul25 | 07/25/25 |
| | 26Jul25 - 08Aug25 | 08/08/25 |
| August <small>(Due 05-Sep-24)</small> | 09Aug25 - 22Aug25 | 08/22/25 |
| | 23Aug25 - 05Sep25 | 09/05/25 |
| September <small>(Due 03-Oct-24)</small> | 06Sep25 - 19Sep25 | 09/19/25 |
| | 20Sep25 - 03Oct25 | 10/03/25 |
| October <small>(Due 07-Nov-24)</small> | 04Oct25 - 17Oct25 | 10/17/25 |
| | 18Oct25 - 31Oct25 | 10/31/25 |
| November <small>(Due 05-Dec-24)</small> | 01Nov25 - 14Nov25 | 11/14/25 |
| | 15Nov25 - 28Nov25 | 11/28/25 |
| | 29Nov25 - 12Dec25 | 12/12/25 |
| December <small>(Due 11-Jan-25)</small> | 13Dec25 - 26Dec25 | 12/26/25 |
| | 27Dec25 - 09Jan26 | 01/09/26 |

Please Note: Exempt employees should turn in their timesheets at the end of each month

RESEARCH FOUNDATION

2025 HOLIDAY SCHEDULE

| | |
|--------------------------------|-------------------------------|
| New Year's Day | Wednesday, January 1 |
| Dr. Martin Luther King Jr. Day | Monday, January 20 |
| Lincoln's Birthday* | Wednesday, February 12 |
| Washington's Birthday | Monday, February 17 |
| Memorial Day | Monday, May 26 |
| Juneteenth | Thursday, June 19 |
| Independence Day | Friday, July 4 |
| Labor Day | Monday, September 1 |
| Columbus Day | Monday, October 13 |
| Election Day** | Tuesday, November 4 |
| Veterans' Day | Tuesday, November 11 |
| Thanksgiving Day | Thursday, November 27 |
| Christmas Day | Thursday, December 25 |

PLEASE NOTE:

- * Lincoln's Birthday is a floating holiday for exempt and non-exempt staff. Exempt staff observe this holiday on the day after Thanksgiving.
- ** Election Day is a floating holiday for both exempt and non-exempt staff.