

RESEARCH FOUNDATION 2025 PAYROLL DATES

January	February	March
Su M Tu W Th F Sa	Su M Tu W Th F Sa	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	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	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	Su M Tu W Th F Sa	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	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	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	Su M Tu W Th F Sa	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	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	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	Su M Tu W Th F Sa	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	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	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

2025 Hourly Timesheet Periods and Due Dates

Two-Week Work Periods Saturday - Friday	Timesheets Due: Friday	Pay Date
28Dec24 - 10Jan25	01/17/25	01/24/25
11Jan25 - 24Jan25	01/31/25	02/07/25
25Jan25 - 07Feb25	02/14/25	02/21/25
08Feb25 - 21Feb25	02/28/25	03/07/25
22Feb25 - 07Mar25	03/14/25	03/21/25
08Mar25 - 21Mar25	03/28/25	04/04/25
22Mar25 - 04Apr25	04/11/25	04/18/25
05Apr25 - 18Apr25	04/25/25	05/02/25
19Apr25 - 02May25	05/09/25	05/16/25
03May25 - 16May25	05/23/25	05/30/25
17May25 - 30May25	06/06/25	06/13/25
31May25 - 13Jun25	06/20/25	06/27/25
14Jun25 - 27Jun25	07/04/25	07/11/25
28Jun25 - 11Jul25	07/18/25	07/25/25
12Jul25 - 25Jul25	08/01/25	08/08/25
26Jul25 - 08Aug25	08/15/25	08/22/25
09Aug25 - 22Aug25	08/29/25	09/05/25
23Aug25 - 05Sep25	09/12/25	09/19/25
06Sep25 - 19Sep25	09/26/25	10/03/25
20Sep25 - 03Oct25	10/10/25	10/17/25
04Oct25 - 17Oct25	10/24/25	10/31/25
18Oct25 - 31Oct25	11/07/25	11/14/25
01Nov25 - 14Nov25	11/21/25	11/28/25
15Nov25 - 28Nov25	12/05/25	12/12/25
29Nov25 - 12Dec25	12/19/25	12/26/25
13Dec25 - 26Dec25	01/02/26	01/09/26
27Dec25 - 09Jan26	01/16/26	01/23/26

Please Note: Electronic timesheets need to be submitted & approved by supervisor prior to 10:00AM on the above dates. Timesheet deadlines may change due to:
 -Holidays: due dates may be earlier
 -Unforeseen circumstances
 You and your supervisor will be notified via email if there is a

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.