

## 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<br>5 6 7 8 9 10 11<br>12 13 14 15 16 17 18<br>19 20 21 22 23 24 25<br>26 27 28 29 30 31 | 1<br>2 3 4 5 6 7 8<br>9 10 11 12 13 14 15<br>16 17 18 19 20 21 22<br>23 24 25 26 27 28             | 1<br>2 3 4 5 6 7 8<br>9 10 11 12 13 14 15<br>16 17 18 19 20 21 22<br>23 24 25 26 27 28 29<br>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<br>6 7 8 9 10 11 12<br>13 14 15 16 17 18 19<br>20 21 22 23 24 25 26<br>27 28 29 30    | 1 2 3<br>4 5 6 7 8 9 10<br>11 12 13 14 15 16 17<br>18 19 20 21 22 23 24<br>25 26 27 28 29 30 31    | 1 2 3 4 5 6 7<br>8 9 10 11 12 13 14<br>15 16 17 18 19 20 21<br>22 23 24 25 26 27 28<br>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<br>6 7 8 9 10 11 12<br>13 14 15 16 17 18 19<br>20 21 22 23 24 25 26<br>27 28 29 30 31 | 1 2<br>3 4 5 6 7 8 9<br>10 11 12 13 14 15 16<br>17 18 19 20 21 22 23<br>24 25 26 27 28 29 30<br>31 | 1 2 3 4 5 6<br>7 8 9 10 11 12 13<br>14 15 16 17 18 19 20<br>21 22 23 24 25 26 27<br>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<br>5 6 7 8 9 10 11<br>12 13 14 15 16 17 18<br>19 20 21 22 23 24 25<br>26 27 28 29 30 31 | 1<br>2 3 4 5 6 7 8<br>9 10 11 12 13 14 15<br>16 17 18 19 20 21 22<br>23 24 25 26 27 28 29<br>30    | 1 2 3 4 5 6<br>7 8 9 10 11 12 13<br>14 15 16 17 18 19 20<br>21 22 23 24 25 26 27<br>28 29 30 31    |

## 2025 Non-Exempt Biweekly

### Timesheet Periods and Due Dates

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

Please Note: Non-exempt employees must turn in their biweekly timesheet by no later than one week after the end of the work period listed.

## RESEARCH FOUNDATION 2025 HOLIDAY SCHEDULE

|                                |                               |
|--------------------------------|-------------------------------|
| New Year's Day                 | Wednesday, January 1          |
| Dr. Martin Luther King Jr. Day | Monday, January 20            |
| <b>Lincoln's Birthday*</b>     | <b>Wednesday, February 12</b> |
| 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            |
| <b>Election Day**</b>          | <b>Tuesday, November 4</b>    |
| 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.