

TO: CONCORDIA EMPLOYEES

FROM: HUMAN RESOURCES DEPARTMENT

2025 ONLINE PAY SCHEDULE

The following is a list of dates on which **ONLINE TIME SHEETS** are due. Please note all online time sheets are due at Noon for Employees and Approvers.

If they are not turned into the payroll office on the designated date – READY FOR PAYMENT – payment on that payday is not assured.

<i>Payroll #</i>	<u>Hours Per</u>	<u>DAYS COVERED</u>	<u>PAYDATE</u>	<u>EMPLOYEE DUE</u>	<u>APPROVER DUE</u>
24	80	12-01 thru 12-15	12-31-24	12-17-24	12-18-24
1	96	12-16 thru 12-31	01-15-25	01-06-25	01-08-25
2	88	01-01 thru 01-15	01-31-25	01-21-25	01-23-25
3	96	01-16 thru 01-31	02-14-25	02-05-25	02-07-25
4	80	02-01 thru 02-15	02-28-25	02-19-25	02-21-25
5	80	02-16 thru 02-28	03-14-25	03-05-25	03-07-25
6	80	03-01 thru 03-15	03-31-25	03-19-25	03-21-25
7	88	03-16 thru 03-31	04-15-25	04-03-25	04-07-25
8	88	04-01 thru 04-15	04-30-25	04-18-25	04-22-25
9	88	04-16 thru 04-30	05-15-25	05-05-25	05-07-25
10	88	05-01 thru 05-15	05-30-25	05-20-25	05-22-25
11	88	05-16 thru 05-31	06-13-25	06-04-25	06-06-25
12	80	06-01 thru 06-15	06-30-25	06-18-25	06-20-25
13	88	06-16 thru 06-30	07-15-25	07-03-25	07-08-25
14	88	07-01 thru 07-15	07-31-25	07-18-25	07-22-25
15	96	07-16 thru 07-31	08-15-25	08-05-25	08-07-25
16	88	08-01 thru 08-15	08-29-25	08-20-25	08-22-25
17	80	08-16 thru 08-31	09-15-25	09-03-25	09-05-25
18	88	09-01 thru 09-15	09-30-25	09-18-25	09-22-25
19	88	09-16 thru 09-30	10-15-25	10-03-25	10-07-25
20	88	10-01 thru 10-15	10-31-25	10-20-25	10-22-25
21	96	10-16 thru 10-31	11-14-25	11-05-25	11-07-25
22	80	11-01 thru 11-15	11-28-25	11-18-25	11-20-25
23	80	11-16 thru 11-30	12-15-25	12-03-25	12-05-25
24	88	12-01 thru 12-15	12-31-25	12-17-25	12-18-25