

2025 PART-TIME PAYROLL SCHEDULE

PAY #	Pay Period		Employee timesheet due date:	TIMEKEEPERS/Supervisor Timesheet Approvals By:	PAY DATE
	From	To			
1	08-Dec-24	21-Dec-24	11-Dec-24	12-Dec-24	FRIDAY 03-Jan-25
2	22-Dec-24	04-Jan-25	05-Jan-25	07-Jan-25	FRIDAY 17-Jan-25
3	05-Jan-25	18-Jan-25	19-Jan-25	21-Jan-25	FRIDAY 31-Jan-25
4	19-Jan-25	01-Feb-25	02-Feb-25	04-Feb-25	FRIDAY 14-Feb-25
5	02-Feb-25	15-Feb-25	16-Feb-25	19-Feb-25	FRIDAY 28-Feb-25
6	16-Feb-25	01-Mar-25	02-Mar-25	04-Mar-25	FRIDAY 14-Mar-25
7	02-Mar-25	15-Mar-25	16-Mar-25	18-Mar-25	FRIDAY 28-Mar-25
8	16-Mar-25	29-Mar-25	30-Mar-25	01-Apr-25	FRIDAY 11-Apr-25
9	30-Mar-25	12-Apr-25	13-Apr-25	15-Apr-25	FRIDAY 25-Apr-25
10	13-Apr-25	26-Apr-25	27-Apr-25	29-Apr-25	FRIDAY 09-May-25
11	27-Apr-25	10-May-25	11-May-25	13-May-25	FRIDAY 23-May-25
12	11-May-25	24-May-25	25-May-25	27-May-25	FRIDAY 06-Jun-25
13	25-May-25	07-Jun-25	08-Jun-25	10-Jun-25	FRIDAY 20-Jun-25
14	08-Jun-25	21-Jun-25	22-Jun-25	24-Jun-25	FRIDAY 04-Jul-25
15	22-Jun-25	05-Jul-25	06-Jul-25	08-Jul-25	FRIDAY 18-Jul-25
16	06-Jul-25	19-Jul-25	20-Jul-25	22-Jul-25	FRIDAY 01-Aug-25
17	20-Jul-25	02-Aug-25	03-Aug-25	06-Aug-25	FRIDAY 15-Aug-25
18	03-Aug-25	16-Aug-25	17-Aug-25	19-Aug-25	FRIDAY 29-Aug-25
19	17-Aug-25	30-Aug-25	31-Aug-25	03-Sep-25	FRIDAY 12-Sep-25
20	31-Aug-25	13-Sep-25	14-Sep-25	16-Sep-25	FRIDAY 26-Sep-25
21	14-Sep-25	27-Sep-25	28-Sep-25	30-Sep-25	FRIDAY 10-Oct-25
22	28-Sep-25	11-Oct-25	12-Oct-25	15-Oct-25	FRIDAY 24-Oct-25
23	12-Oct-25	25-Oct-25	26-Oct-25	28-Oct-25	FRIDAY 07-Nov-25
24	26-Oct-25	08-Nov-25	09-Nov-25	11-Nov-25	FRIDAY 21-Nov-25
25	09-Nov-25	22-Nov-25	18-Nov-25	20-Nov-25 (noon)	FRIDAY 05-Dec-25
26	23-Nov-25	06-Dec-25	30-Nov-25	2-Dec-25 (noon)	FRIDAY 19-Dec-25
1	07-Dec-25	20-Dec-25	09-Dec-25	10-Dec-25 (noon)	FRIDAY 02-Jan-26
2	21-Dec-25	03-Jan-26	04-Jan-26	06-Jan-26	FRIDAY 16-Jan-26

****Note timesheet due date**

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**** Manual cheques will not be issued for late timesheets. Timesheets submitted after the due dates, will be paid on the next scheduled pay date.**