

THE COLLEGE OF NEW JERSEY

Payroll Schedule--2025

**Faculty/Staff/Adjuncts & Student/Supplemental
Employee Must Enter and
Submit Timesheet by the
Below Date**

| <u>Pay Period</u> | <u>From</u> | <u>To</u> | <u>Changes Due to HR by 5pm EST</u> | <u>Authorizations Due to Payroll</u> | <u>Supervisors Must Approve Timesheets by 10am on the Below Date</u> | <u>Pay Date</u> |
|-------------------|-------------|-----------|-------------------------------------|--------------------------------------|--|-----------------|
|-------------------|-------------|-----------|-------------------------------------|--------------------------------------|--|-----------------|

This is also the date direct deposit information should be entered or updated for the identified pay period.

| | | | | | | |
|---|------------|------------|------------|------------|------------|----------|
| 1 | 12/14/2024 | 12/27/2024 | 12/16/2024 | 12/18/2024 | 12/19/2024 | 1/3/2025 |
|---|------------|------------|------------|------------|------------|----------|

Due by 12 noon

Due by 12 noon

Time cards that are not submitted and approved by the above modified deadline will be paid as retro in PP2.

| | | | | | | |
|----|------------|------------|------------|------------|------------|---|
| 2 | 12/28/2024 | 1/10/2025 | 1/6/2025 | 1/10/2025 | 1/13/2025 | 1/17/2025 |
| 3 | 1/11/2025 | 1/24/2025 | 1/20/2025 | 1/24/2025 | 1/27/2025 | 1/31/2025 |
| 4 | 1/25/2025 | 2/7/2025 | 2/3/2025 | 2/7/2025 | 2/10/2025 | 2/14/2025 |
| 5 | 2/8/2025 | 2/21/2025 | 2/17/2025 | 2/21/2025 | 2/24/2025 | 2/28/2025 |
| 6 | 2/22/2025 | 3/7/2025 | 3/3/2025 | 3/7/2025 | 3/10/2025 | 3/14/2025 |
| 7 | 3/8/2025 | 3/21/2025 | 3/17/2025 | 3/21/2025 | 3/24/2025 | 3/28/2025 |
| 8 | 3/22/2025 | 4/4/2025 | 3/31/2025 | 4/4/2025 | 4/7/2025 | 4/11/2025 |
| 9 | 4/5/2025 | 4/18/2025 | 4/14/2025 | 4/18/2025 | 4/21/2025 | 4/25/2025 |
| 10 | 4/19/2025 | 5/2/2025 | 4/28/2025 | 5/2/2025 | 5/5/2025 | 5/9/2025 |
| 11 | 5/3/2025 | 5/16/2025 | 5/12/2025 | 5/16/2025 | 5/19/2025 | 5/23/2025 |
| 12 | 5/17/2025 | 5/30/2025 | 5/26/2025 | 5/30/2025 | 6/2/2025 | 6/6/2025 |
| 13 | 5/31/2025 | 6/13/2025 | 6/9/2025 | 6/13/2025 | 6/16/2025 | Final 10 Month Payment 6/20/2025 |
| 14 | 6/14/2025 | 6/27/2025 | 6/23/2025 | 6/27/2025 | 6/30/2025 | 7/3/2025 |
| 15 | 6/28/2025 | 7/11/2025 | 7/7/2025 | 7/11/2025 | 7/14/2025 | 7/18/2025 |
| 16 | 7/12/2025 | 7/25/2025 | 7/21/2025 | 7/25/2025 | 7/28/2025 | 8/1/2025 |
| 17 | 7/26/2025 | 8/8/2025 | 8/4/2025 | 8/8/2025 | 8/11/2025 | 8/15/2025 |
| 18 | 8/9/2025 | 8/22/2025 | 8/18/2025 | 8/22/2025 | 8/25/2025 | First 10 Month Payment 8/29/2025 |
| 19 | 8/23/2025 | 9/5/2025 | 9/1/2025 | 9/5/2025 | 9/8/2025 | 9/12/2025 |
| 20 | 9/6/2025 | 9/19/2025 | 9/15/2025 | 9/19/2025 | 9/22/2025 | 9/26/2025 |
| 21 | 9/20/2025 | 10/3/2025 | 9/29/2025 | 10/3/2025 | 10/6/2025 | 10/10/2025 |
| 22 | 10/4/2025 | 10/17/2025 | 10/13/2025 | 10/17/2025 | 10/20/2025 | 10/24/2025 |
| 23 | 10/18/2025 | 10/31/2025 | 10/27/2025 | 10/31/2025 | 11/3/2025 | 11/7/2025 |
| 24 | 11/1/2025 | 11/14/2025 | 11/10/2025 | 11/14/2025 | 11/17/2025 | 11/21/2025 |
| 25 | 11/15/2025 | 11/28/2025 | 11/24/2025 | 11/28/2025 | 12/1/2025 | 12/5/2025 |
| 26 | 11/29/2025 | 12/12/2025 | 12/8/2025 | 12/12/2025 | 12/15/2025 | 12/19/2025 |

* Employment authorizations should be received in HR two weeks prior to the begin date of the pay period*