

# Winston-Salem State University



## 2025 Bi-Weekly Payroll Calendar for Hourly Temporary and Student Employees

**IMPORTANT:** Employees must submit their timesheet NO LATER than the Timesheet Due Date and Cut-off Time. Supervisors must approve timesheets NO LATER than the Approval Due Date and Cut-off Time. Once the system locks for employee submission and supervisor approval, the supervisor will be required to submit an approved Late Paper Timesheet to 2payroll@wssu.edu. *The late paper timesheet will be paid in the next bi-weekly pay cycle.*

BW PAY #	BI-WEEKLY WORK PERIOD		EMPLOYEE TIME ENTRY SUBMIT DEADLINE FOR SUPERVISOR APPROVAL		SUPERVISOR APPROVAL DEADLINE		PAY DAY
	TWO WEEKS START DATE	TWO WEEKS END DATE	TIMESHEET DUE DATE	NO LATER THAN	APPROVAL DUE DATE	NO LATER THAN	
1	12/16/2024	12/29/2024	12/30/2024	11:59PM	12/31/2024	3:30PM	01/10/2025
2	12/30/2024	01/12/2025	01/13/2025	11:59PM	01/14/2024	3:30PM	01/24/2025
3	01/13/2025	01/26/2025	01/27/2025	11:59PM	01/28/2024	3:30PM	02/07/2025
4	01/27/2025	02/09/2024	02/10/2025	11:59PM	02/11/2025	3:30PM	02/21/2025
5	02/10/2025	02/23/2025	02/24/2025	11:59PM	02/25/2025	3:30PM	03/07/2025
6	02/24/2025	03/09/2025	03/10/2025	11:59PM	03/11/2025	3:30PM	03/21/2025
7	03/10/2025	03/23/2025	03/24/2025	11:59PM	03/25/2025	3:30PM	04/04/2025
8	03/24/2025	04/06/2025	04/07/2025	11:59PM	04/08/2025	3:30PM	04/18/2025
9	04/07/2025	04/20/2025	04/21/2025	11:59PM	04/22/2025	3:30PM	05/02/2025
10	04/21/2025	05/04/2025	05/05/2025	11:59PM	05/06/2025	3:30PM	05/16/2025
11	05/05/2025	05/18/2025	05/19/2025	11:59PM	05/20/2025	3:30PM	05/30/2025
12	05/19/2025	06/01/2025	06/02/2025	11:59PM	06/03/2025	3:30PM	06/13/2025
13	06/02/2025	06/15/2025	06/16/2025	11:59PM	06/17/2025	3:30PM	06/27/2025
14	06/16/2025	06/29/2025	06/30/2025	11:59PM	07/01/2025	3:30PM	07/11/2025
15	06/30/2025	07/13/2025	07/14/2025	11:59PM	07/15/2025	3:30PM	07/25/2025
16	07/14/2025	07/27/2025	07/28/2025	11:59PM	07/29/2025	3:30PM	08/08/2025
17	07/28/2025	08/10/2025	08/11/2025	11:59PM	08/12/2025	3:30PM	08/22/2025
18	08/11/2025	08/24/2025	08/25/2025	11:59PM	08/26/2025	3:30PM	09/05/2025
19	08/25/2025	09/07/2025	09/08/2025	11:59PM	09/09/2025	3:30PM	09/19/2025
20	09/08/2025	09/21/2025	09/22/2025	11:59PM	09/23/2025	3:30PM	10/03/2025
21	09/22/2025	10/05/2025	10/06/2025	11:59PM	10/07/2025	3:30PM	10/17/2025
22	10/06/2025	10/19/2025	10/20/2025	11:59PM	10/21/2025	3:30PM	10/31/2025
23	10/20/2025	11/02/2025	11/03/2025	11:59PM	11/04/2025	3:30PM	11/14/2025
24	11/03/2025	11/16/2025	11/17/2025	11:59PM	11/18/2025	3:30PM	11/28/2025
25	11/17/2025	11/30/2025	12/01/2025	11:59PM	12/02/2025	3:30PM	12/12/2025
26	12/01/2025	12/14/2025	12/15/2025	11:59PM	12/16/2025	3:30PM	12/26/2025

