

NORTH CAROLINA AGRICULTURAL & TECHNICAL STATE UNIVERSITY

2025 Bi Weekly Payroll Calendar
Hourly Student and Temporary Employees

Important for Timely Pay:

- ❖ Bi-weekly paid employees' Electronic Personnel Action Form (ePAF) must be submitted at least two (2) weeks prior to the established first day of work to ensure access of the online timesheet for timely pay. **Please do not allow an employee to begin work before the personnel authorization is approved for employment by the Division of Human Resources.**
- ❖ **Employees** must submit their online timesheet NO LATER than the Timesheet Due Date and Cut-off Time.
- ❖ **Supervisors** must approve the employee(s) online timesheet NO LATER than the Approval Due Date and Cut-off Time.
- ❖ Missing the established due date and cut-off time will require the supervisor to submit an approved paper timesheet to payroll@ncat.edu to be processed for pay in the next available bi-weekly payroll.
- ❖ Late paper timesheets should not be used as a substitute for the university approved online time and attendance system.

PAY #	BI WEEKLY WORK PERIOD		EMPLOYEE TIME ENTRY SUBMIT DEADLINE FOR SUPERVISOR APPROVAL		SUPERVISOR APPROVAL DEADLINE		PAYROLL PROCESSING DATE AND TIME		LATE PAPER TIMESHEET DEADLINE FOR PREVIOUSLY MISSED PAY PERIODS		PAY DATE
	TWO WEEK START DATE	TWO WEEK END DATE	TIMESHEET DUE DATE	NO LATER THAN	APPROVAL DUE DATE	NO LATER THAN	AS PUBLISHED BY SHARED SERVICES		DUE EACH MONDAY WEEK OF PAYROLL	NO LATER THAN	
1	12/16/2024	12/29/2024	01/02/2025*	12:00 PM*	01/02/2025*	02:59 PM*	01/02/2025	3:00 PM*	N/A	N/A	01/10/2025
2	12/30/2024	01/12/2025	01/13/2025	11:59 PM	01/14/2025	11:59 PM	01/15/2025	9:00 AM	01/13/2025	5:00 PM	01/24/2025
3	01/13/2025	01/26/2025	01/27/2025	11:59 PM	01/28/2025	11:59 PM	01/29/2025	9:00 AM	01/27/2025	5:00 PM	02/07/2025
4	01/27/2025	02/09/2025	02/10/2025	11:59 PM	02/11/2025	11:59 PM	02/12/2025	9:00 AM	02/10/2025	5:00 PM	02/21/2025
5	02/10/2025	02/23/2025	02/24/2025	11:59 PM	02/25/2025	11:59 PM	02/26/2025	9:00 AM	02/24/2025	5:00 PM	03/07/2025
6	02/24/2025	03/09/2025	03/10/2025	11:59 PM	03/11/2025	11:59 PM	03/12/2025	9:00 AM	03/10/2025	5:00 PM	03/21/2025
7	03/10/2025	03/23/2025	03/24/2025	11:59 PM	03/25/2025	11:59 PM	03/26/2025	9:00 AM	03/24/2025	5:00 PM	04/04/2025
8	03/24/2025	04/06/2025	04/07/2025	11:59 PM	04/08/2025	11:59 PM	04/09/2025	9:00 AM	04/07/2025	5:00 PM	04/17/2025
9	04/07/2025	04/20/2025	04/21/2025	11:59 PM	04/22/2025	11:59 PM	04/23/2025	9:00 AM	04/21/2025	5:00 PM	05/02/2025
10	04/21/2025	05/04/2025	05/05/2025	11:59 PM	05/06/2025	11:59 PM	05/07/2025	9:00 AM	05/05/2025	5:00 PM	05/16/2025
11	05/05/2025	05/18/2025	05/19/2025	11:59 PM	05/20/2025	11:59 PM	05/21/2025	9:00 AM	05/19/2025	5:00 PM	05/30/2025
12	05/19/2025	06/01/2025	06/02/2025	11:59 PM	06/03/2025	11:59 PM	06/04/2025	9:00 AM	06/02/2025	5:00 PM	06/13/2025
13	06/02/2025	06/15/2025	06/16/2025	11:59 PM	06/17/2025	11:59 PM	06/18/2025	8:00 AM*	06/16/2025	5:00 PM	06/27/2025
14	06/16/2025	06/29/2025	06/30/2025	11:59 PM	07/01/2025	11:59 PM	07/02/2025	8:00 AM*	06/30/2025	5:00 PM	07/11/2025
15	06/30/2025	07/13/2025	07/14/2025	11:59 PM	07/15/2025	11:59 PM	07/16/2025	9:00 AM	07/14/2025	5:00 PM	07/25/2025
16	07/14/2025	07/27/2025	07/28/2025	11:59 PM	07/29/2025	11:59 PM	07/30/2025	9:00 AM	07/28/2025	5:00 PM	08/08/2025
17	07/28/2025	08/10/2025	08/11/2025	11:59 PM	08/12/2025	11:59 PM	08/13/2025	9:00 AM	08/11/2025	5:00 PM	08/22/2025
18	08/11/2025	08/24/2025	08/25/2025	11:59 PM	08/26/2025	11:59 PM	08/27/2025	9:00 AM	08/25/2025	5:00 PM	09/05/2025
19	08/25/2025	09/07/2025	09/08/2025	11:59 PM	09/09/2025	11:59 PM	09/10/2025	9:00 AM	09/08/2025	5:00 PM	09/19/2025
20	09/08/2025	09/21/2025	09/22/2025	11:59 PM	09/23/2025	11:59 PM	09/24/2025	9:00 AM	09/22/2025	5:00 PM	10/03/2025
21	09/22/2025	10/05/2025	10/06/2025	11:59 PM	10/07/2025	11:59 PM	10/08/2025	9:00 AM	10/06/2025	5:00 PM	10/17/2025
22	10/06/2025	10/19/2025	10/20/2025	11:59 PM	10/21/2025	11:59 PM	10/22/2025	9:00 AM	10/20/2025	5:00 PM	10/31/2025
23	10/20/2025	11/02/2025	11/03/2025	11:59 PM	11/04/2025	11:59 PM	11/05/2025	9:00 AM	11/03/2025	5:00 PM	11/14/2025
24	11/03/2025	11/16/2025	11/17/2025	11:59 PM	11/18/2025	11:59 PM	11/19/2025	9:00 AM	11/17/2025	5:00 PM	11/26/2025
25	11/17/2025	11/30/2025	12/01/2025	11:59 PM	12/02/2025	11:59 PM	12/03/2025	9:00 AM	12/01/2025	5:00 PM	12/12/2025
26	12/01/2025	12/14/2025	12/15/2025	11:59 PM	12/16/2025	11:59 PM	12/17/2025	9:00 AM	12/15/2025	5:00 PM	12/23/2025

*Due to the holidays identified above, supervisors must approve time immediately during these critical dates to ensure timely pay to the employee.