



North Carolina A&T State University  
**2025 Banner Payroll Calendar**  
**Monthly Paid Employees**

**Important:** Employees must enter leave taken **no later** than the Leave Report Due Date and Cut-Off Time. Supervisors must approve leave reports **no later** than the Leave Report Cut-Off Time on the Due Date.

PAY #	MONTH	PAY PERIOD START DATE	PAY PERIOD END DATE	FINAL RECEIPT OF PAY AUTHORIZATIONS FOR PAY PERIOD	EMPLOYEE LEAVE REPORT DUE DATE	SUPERVISORS LEAVE APPROVAL DUE DATE	CUT-OFF TIME FOR EMPLOYEES & SUPERVISORS	PAY DATE
1	JAN	01/01/25	01/31/25	01/10/25	02/05/25	02/06/25	11:59 PM	01/31/25
2	FEB	02/01/25	02/28/25	02/10/25	03/05/25	03/06/25	11:59 PM	02/28/25
3	MAR	03/01/25	03/31/25	03/10/25	04/06/25	04/07/25	11:59 PM	03/31/25
4	APR	04/01/25	04/30/25	04/10/25	05/05/25	05/06/25	11:59 PM	04/30/25
5	MAY	05/01/25	05/31/25	05/12/25	06/05/25	06/06/25	11:59 PM	05/30/25
6	JUN	06/01/25	06/30/25	06/10/25	07/02/25	07/03/25	11:59 PM	06/30/25
7	JUL	07/01/25	07/31/25	07/10/25	08/05/25	08/06/25	11:59 PM	07/31/25
8	AUG	08/01/25	08/31/25	08/11/25	09/05/25	09/08/25	11:59 PM	08/29/25
9	SEP	09/01/25	09/30/25	09/10/25	10/05/25	10/06/25	11:59 PM	09/30/25
10	OCT	10/01/25	10/31/25	10/10/25	11/05/25	11/06/25	11:59 PM	10/31/25
11	NOV	11/01/25	11/30/25	11/10/25	12/01/25	12/02/25	11:59 PM	11/26/25
12	DEC	12/01/25	12/31/25	12/04/25	01/05/26*	01/06/26*	11:59 PM	12/22/25

\*Due to the holidays, supervisors must approve time immediately during these critical dates to ensure timely pay of employees.

**2025 Scheduled Orientation Dates for Month-End Employees**  
*(Attendance not applicable for all employment classifications)*

Departments should review the established orientation schedule and final pay authorization receipt deadline to ensure month-end pay for the employee. Late paperwork will cause the employee to miss the current month's pay date. **\* Employees will receive their first paycheck the following month.**

PAY #	MONTH	FIRST SESSION	SECOND SESSION	PAY DATE	PAY #	MONTH	FIRST SESSION	SECOND SESSION	PAY DATE
1	JAN	01/08/25	01/22/25*	01/31/25	7	JUL	07/07/25	07/21/25*	07/31/25
2	FEB	02/03/25	02/17/25*	02/28/25	8	AUG	08/04/25	08/18/25*	08/29/25
3	MAR	03/03/25	03/17/25*	03/31/25	9	SEP	09/03/25	09/15/25*	09/30/25
4	APR	04/07/25	04/21/25*	04/30/25	10	OCT	10/06/25	10/20/25*	10/31/25
5	MAY	05/05/25	05/19/25*	05/30/25	11	NOV	11/03/25	11/17/25*	11/26/25
6	JUN	06/02/25	06/16/25*	06/30/25	12	DEC	12/01/25	N/A	12/22/25