



# North Carolina A&T State University

## 2025 Banner Payroll Calendar SHRA Non-Exempt Employees

**Important:**

Employees must enter time **no later** than the Employee Submit Deadline by 11:59 p.m.  
Supervisors must approve time **no later** than the Supervisor Submit Deadline by 11:59 p.m.

		Calendar Days Covered		Employees	Supervisors	View Balance on	Vacation and Sick	Comp Accrual &	
Leave Period	Payroll Month	From	To	Submit Deadline	Approve Deadline	Self Service (SSB)	Accrual Thru	Leave Taken Thru	Pay Date
SB 26	MN01	12/02/2024	12/15/2024	12/16/2024	12/17/2024	January 25	January	December 29	01/31/2025
SB 01	MN01	12/16/2024	12/29/2024	12/30/2024*	12/31/2024*	January 25	January	December 29	01/31/2025
SB 02	MN02	12/30/2024	01/12/2025	01/13/2025	01/14/2025	February 25	February	February 9	02/28/2025
SB 03	MN02	01/13/2025	01/26/2025	01/27/2025	01/28/2025	February 25	February	February 9	02/28/2025
SB 04	MN02	01/27/2025	02/09/2025	02/10/2025	02/11/2025	February 25	February	February 9	02/28/2025
SB 05	MN03	02/10/2025	02/23/2025	02/24/2025	02/25/2025	March 25	March	March 9	03/31/2025
SB 06	MN03	02/24/2025	03/09/2025	03/10/2025	03/11/2025	March 25	March	March 9	03/31/2025
SB 07	MN04	03/10/2025	03/23/2025	03/24/2025	03/25/2025	April 25	April	April 6	04/30/2025
SB 08	MN04	03/24/2025	04/06/2025	04/07/2025	04/08/2025	April 25	April	April 6	04/30/2025
SB 09	MN05	04/07/2025	04/20/2025	04/21/2025	04/22/2025	May 25	May	May 4	05/30/2025
SB 10	MN05	04/21/2025	05/04/2025	05/05/2025	05/06/2025	May 25	May	May 4	05/30/2025
SB 11	MN06	05/05/2025	05/18/2025	05/19/2025	05/20/2025	June 25	June	June 1	06/30/2025
SB 12	MN06	05/19/2025	06/01/2025	06/02/2025	06/03/2025	June 25	June	June 1	06/30/2025
SB 13	MN07	06/02/2025	06/15/2025	06/16/2025	06/17/2025	July 25	July	June 29	07/31/2025
SB 14	MN07	06/16/2025	06/29/2025	06/30/2025	07/01/2025	July 25	July	June 29	07/31/2025
SB 15	MN08	06/30/2025	07/13/2025	07/14/2025	07/15/2025	August 25	August	August 10	08/29/2025
SB 16	MN08	07/14/2025	07/27/2025	07/28/2025	07/29/2025	August 25	August	August 10	08/29/2025
SB 17	MN08	07/28/2025	08/10/2025	08/11/2025	08/12/2025	August 25	August	August 10	08/29/2025
SB 18	MN09	08/11/2025	08/24/2025	08/25/2025	08/26/2025	September 25	September	September 7	09/30/2025
SB 19	MN09	08/25/2025	09/07/2025	09/08/2025	09/09/2025	September 25	September	September 7	09/30/2025
SB 20	MN10	09/08/2025	09/21/2025	09/22/2025	09/23/2025	October 25	October	October 5	10/31/2025
SB 21	MN10	09/22/2025	10/05/2025	10/06/2025	10/07/2025	October 25	October	October 5	10/31/2025
SB 22	MN11	10/06/2025	10/19/2025	10/20/2025	10/21/2025	November 25	November	November 2	11/26/2025
SB 23	MN11	10/20/2025	11/02/2025	11/03/2025	11/06/2025	November 25	November	November 2	11/26/2025
SB 24	MN12	11/03/2025	11/16/2025	11/17/2025	11/18/2025	December 23	December	November 30	12/22/2025
SB 25	MN12	11/17/2025	11/30/2025	12/01/2025	12/02/2025	December 23	December	November 30	12/22/2025
SB 26	MN 01	12/01/2025	12/14/2025	12/15/2025	12/16/2025	January 25	January	December 28	01/30/2026
SB 01	MN01	12/15/2025	12/28/2025	12/29/2025	12/30/2025	January 25	January	December 28	01/30/2026

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