

## WashU 2025 Payroll Calendar

P/R	Pay Period	Deductions	See additional information below regarding Faculty Bonus payment deadlines			Time Tracking Mass Submit <b>6:00PM</b>	Time Tracking/Absence Approvals by <b>11:59PM</b> Unless otherwise noted	Payroll Costing Allocations <u>must</u> be entered prior to <b>Payroll Close at 2:00PM</b>	Pay Date	
			Dept Submission for Batch Load (EIB)	Dept Submission for Tax Allocation requests, Relocations, Gift forms, and Wellness files by <b>11:59AM</b>	Dept Submission for Hires, Terminations, Job/Pay Changes, One-Time Payments, Period Activity Pay by <b>11:59AM</b>					
BWK	12/22 - 1/4	*	1/2	1/2	1/3	1/5	1/6	1/8	1/10	** 1/1/2025 is a WashU & Bank Holiday
BWK	1/5 - 1/18	**	1/14	1/15	1/17	1/19	1/20	1/22	1/24	** 1/20/2025 is a WashU & Bank Holiday
MON/STP	1/1 - 1/31	****	1/14	1/22	1/24	NA	NA	1/29	1/31	
BWK	1/19 - 2/1	*	1/28	1/29	1/31	2/2	2/3	2/5	2/7	
BWK	2/2 - 2/15	**	2/11	2/12	2/14	2/16	2/17	2/19	2/21	** 2/17/2025 is a Bank Holiday
MON/STP	2/1 - 2/28	****	2/11	2/19	2/21	NA	NA	2/26	2/28	
BWK	2/16 - 3/1	*	2/25	2/26	2/28	3/2	3/3	3/5	3/7	
BWK	3/2 - 3/15	**	3/11	3/12	3/14	3/16	3/17	3/19	3/21	
MON/STP	3/1 - 3/31	****	3/11	3/20	3/24	NA	NA	3/27	3/31	
BWK	03/16 - 3/29	*	3/25	3/26	3/28	3/30	3/31	4/2	4/4	
BWK	3/30 - 4/12	**	4/8	4/9	4/11	4/13	4/14	4/16	4/18	
MON/STP	4/1 - 4/30	****	4/8	4/21	4/23	NA	NA	4/28	4/30	
BWK	4/13 - 4/26	*	4/22	4/23	4/25	4/27	4/28	4/30	5/2	
BWK	4/27 - 5/10	**	5/6	5/7	5/9	5/11	5/12	5/14	5/16	
BWK	5/11 - 5/24	***	5/20	5/21	5/23	5/25	5/27 at 12pm	5/28	5/30	** 5/26/2025 is a WashU & Bank Holiday
MON/STP	5/1 - 5/31	****	5/6	5/19	5/22	NA	NA	5/27	5/30	
BWK	5/25 - 6/7	*	6/3	6/4	6/6	6/8	6/9	6/11	6/13	
BWK	6/8 - 6/21	**	6/17	6/18	6/20	6/22	6/23	6/25	6/27	** 6/19/2025 is a Bank Holiday
MON/STP	6/1 - 6/30	****	6/17	6/19	6/23	NA	NA	6/26	6/30	
BWK	6/22 - 7/5	*	7/1	7/2	7/3	7/6	7/7	7/9	7/11	** 7/4/2025 is a WashU & Bank Holiday
BWK	7/6 - 7/19	**	7/15	7/16	7/18	7/20	7/21	7/23	7/25	
MON/STP	7/1 - 7/31	****	7/15	7/22	7/24	NA	NA	7/29	7/31	
BWK	7/20 - 8/2	*	7/29	7/30	8/1	8/3	8/4	8/6	8/8	
BWK	8/3 - 8/16	**	8/12	8/13	8/15	8/17	8/18	8/20	8/22	
MON/STP	8/1 - 8/31	****	8/12	8/20	8/22	NA	NA	8/27	8/29	

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BWK	8/17 - 8/30	*	8/26	8/27	8/29	8/31	9/2 at 12pm	9/3	9/5	** 9/1/2025 is a WashU & Bank Holiday
BWK	8/31 - 9/13	**	9/9	9/10	9/12	9/14	9/15	9/17	9/19	
MON/STP	9/1 - 9/30	****	9/9	9/19	9/23	NA	NA	9/26	9/30	
BWK	9/14 - 9/27	*	9/23	9/24	9/26	9/28	9/29	10/1	10/3	
BWK	9/28 - 10/11	**	10/7	10/8	10/10	10/12	10/13	10/15	10/17	** 10/13/2025 is a Bank Holiday
BWK	10/12 - 10/25	***	10/21	10/22	10/23	10/26	10/27	10/29	10/31	
MON/STP	10/01 - 10/31	****	10/21	10/21	10/24	NA	NA	10/28	10/31	
BWK	10/26 - 11/8	*	11/4	11/5	11/7	11/9	11/10	11/12	11/14	
BWK	11/9 - 11/22	**	11/18	11/17	11/20	11/21	11/21 at 12pm	11/24	11/26	** 11/27/2025 is a WashU & Bank Holiday
MON/STP	11/01 - 11/30	****	11/4	11/14	11/18	NA	NA	11/21	11/26	** 11/28/2025 is a WashU Holiday
BWK	11/23 - 12/6	*	12/2	12/3	12/5	12/7	12/8	12/10	12/12	
BWK	12/7 - 12/20	**	12/15	12/16	12/17	12/21	12/22	12/23 3PM Close	12/26	** 12/24/2025 is a WashU Holiday
MON/STP	12/01 - 12/31	****	12/15	12/19	12/23	NA	NA	12/26	12/30	** 12/25/2025 is a WashU & Bank Holiday ** 12/31/2025 is a WashU Holiday

**BWK = Biweekly MON = Monthly STP = Stipend**

- \* Deductions: All Health, Life, HSA, RMSA, United Way, Retirement, Student Loans, Spending Plans
- \*\* Deductions: All Health, Life, HSA, RMSA, United Way, Retirement, Student Loans, Spending Plans, Parking, Union Dues, Long Term Care, 403(b) Loan
- \*\*\* Deductions: Retirement, HSA, RMSA, Student Loans, United Way, Spending Plans
- \*\*\*\* All Deductions

Faculty Bonus payment entry and EIB Payment submission for Faculty bonuses are due by end of business **the fifth day of the month**, defaulting to next business day if weekend or Holiday. Faculty bonus EIB will be loaded in to Workday on or before noon on the 10th day of the month as approved, defaulting to next business day if weekend or Holiday.