

January 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
29	30	31	1 University Holiday	2 BP Final Approval Deadline	3 BW1 Day 1*	4	
5	6 BW1 Day 2	7 BW1 Day 3 / Complete	8	9	10 BW1 Payday	11	
12	13	14 BP Final Approval Deadline	15 BW2 Day 1	16 BW2 Day 2	17 BW2 Day 3 / Complete	18	
19	20 University Holiday	21 BP Final Approval Deadline	22 MO1 Day 1	23 MO1 Day 2	24 BW2 Payday MO1 Day 3 / Complete	25	
26	27	28 BP Final Approval Deadline	29 BW3 Day 1	30 BW3 Day 2	31 BW3 Day 3 / Complete Finance Month Close MO1 Payday	1	
2	3	Notes					*Starting biweekly processing for BW1 later in support of year end processing.

February 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
26	27	28 BP Final Approval Deadline	29 BW3 Day 1	30 BW3 Day 2	31 BW3 Day 3 / Complete Finance Month Close MO1 Payday	1
2	3	4	5	6	7 BW3 Payday	8
9	10	11 BP Final Approval Deadline	12 BW4 Day 1	13 BW4 Day 2	14 BW4 Day 3 / Complete	15
16	17	18 BP Final Approval Deadline	19 MO2 Day 1	20 MO2 Day 2	21 BW4 Payday MO2 Day 3 / Complete	22
23	24	25 BP Final Approval Deadline	26 BW5 Day 1	27 BW5 Day 2	28 BW5 Day 3 / Complete Finance Month Close MO2 Payday	1
2	3	Notes				

March 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
23	24	25 BP Final Approval Deadline	26 BW5 Day 1	27 BW5 Day 2	28 BW5 Day 3 / Complete MO2 Payday	1
2	3	4	5	6	7 BW5 Payday	8
9	10	11 BP Final Approval Deadline	12 BW6 Day 1	13 BW6 Day 2	14 BW6 Day 3 / Complete	15
16	17	18 BP Final Approval Deadline	19 MO3 Day 1	20 MO3 Day 2	21 BW6 Payday MO3 Day 3 / Complete	22
23	24	25	26 BP Final Approval Deadline	27 BW7 Day 1	28 BW7 Day 2	29
30	31 BW7 Day 3 / Complete Finance Month Close MO3 Payday	Notes				

April 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
30	31 MO3 Payday	1	2	3	4 BW7 Payday	5
6	7	8 BP Final Approval Deadline	9 BW8 Day 1	10 BW8 Day 2	11 BW8 Day 3 / Complete	12
13	14	15 BP Final Approval Deadline	16 MO4 Day 1	17 MO4 Day 2	18 BW8 Payday MO4 Day 3 / Complete	19
20	21	22 BP Final Approval Deadline	23 BW9 Day 1	24 BW9 Day 2	25 BW9 Day 3 / Complete Finance Month Close	26
27	28	29	30 MO4 Payday	1	2 BW9 Payday	3
4	5	Notes				

May 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
27	28	29	30 MO4 Payday	1	2 BW9 Payday	3
4	5	6 BP Final Approval Deadline	7 BW10 Day 1	8 BW10 Day 2	9 BW10 Day 3 / Complete	10
11	12	13 BP Final Approval Deadline	14 MO5 Day 1	15 MO5 Day 2	16 BW10 Payday MO5 Day 3 / Complete	17
18	19	20 BP Final Approval Deadline	21 BW11 Day 1	22 BW11 Day 2	23 BW11 Day 3 / Complete Finance Month Close	24
25	26 University Holiday	27	28	29	30 BW11 Payday MO5 Payday	31
1	2	Notes				

June 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3 BP Final Approval Deadline	4 BW12 Day 1	5 BW12 Day 2	6 BW12 Day 3 / Complete	7
8	9	10	11	12 BP Final Approval Deadline	13 BW12 Payday MO6 Day 1	14
15	16 MO6 Day 2	17 MO6 Day 3 / Complete BP Final Approval Deadline	18 BW13 Day 1	19 University Holiday	20 BW13 Day 2* / Complete Finance Month Close	21
22	23	24	25	26	27 BW13 Payday	28
29	30 MO6 Payday	1	2	3	4 University Holiday	5
6	7	Notes *2 day biweekly processing due to holiday and fiscal year end close				

July 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
29	30	1 BP Final Approval Deadline	2 BW14 Day 1	3 BW14 Day 2/ Complete**	4 University Holiday	5
6	7	8	9	10	11 BW14 Payday	12
13	14	15 BP Final Approval Deadline	16 BW15 Day 1	17 BW15 Day 2	18 BW15 Day 3 / Complete	19
20 *BP Final Approval Deadline	21 MO7 Day 1	22 MO7 Day 2	23 MO7 Day 3 / Complete Finance Month Close	24	25 BW15 Payday	26
27	28	29 BP Final Approval Deadline	30 BW16 Day 1	31 BW16 Day 2 MO7 Payday	1 BW16 Day 3 / Complete	2
3	4	<i>Notes</i> *Operational support or approvals may be limited for business processes initiated during weekends and university holidays **2 day biweekly processing due to holiday				

August 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
27	28	29 BP Final Approval Deadline	30 BW16 Day 1	31 BW16 Day 2 MO7 Payday	1 BW16 Day 3 / Complete	2
3	4	5	6	7	8 BW16 Payday	9
10	11	12 BP Final Approval Deadline	13 BW17 Day 1	14 BW17 Day 2	15 BW17 Day 3 / Complete	16
17	18	19 BP Final Approval Deadline	20 MO8 Day 1	21 MO8 Day 2	22 BW17 Payday MO8 Day 3 / Complete	23
24	25	26 BP Final Approval Deadline	27 BW18 Day 1	28 BW18 Day 2	29 BW18 Day 3 / Complete Finance Month Close MO8 Payday	30
31	1 University Holiday	Notes				

September 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
31	1 University Holiday	2	3	4	5 BW18 Payday	6
7	8	9 BP Final Approval Deadline	10 BW19 Day 1	11 BW19 Day 2	12 BW19 Day 3 / Complete	13
14	15	16 BP Final Approval Deadline	17 MO9 Day 1	18 MO9 Day 2	19 BW19 Payday MO9 Day 3 / Complete	20
21	22	23 BP Final Approval Deadline	24 BW20 Day 1	25 BW20 Day 2	26 BW20 Day 3 / Complete Finance Month Close	27
28	29	30 MO9 Payday	1	2	3 BW20 Payday	4
5	6	Notes				

October 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
28	29	30 MO9 Payday	1	2	3 BW20 Payday	4
5	6	7 BP Final Approval Deadline	8 BW21 Day 1	9 BW21 Day 2	10 BW21 Day 3 / Complete	11
12	13	14 BP Final Approval Deadline	15 MO10 Day 1	16 MO10 Day 2	17 BW21 Payday MO10 Day 3 / Complete	18
19	20	21 BP Final Approval Deadline	22 BW22 Day 1	23 BW22 Day 2	24 BW22 Day 3 / Complete Finance Month Close	25
26	27	28	29	30	31 BW22 Payday MO10 Payday	1
2	3	Notes				

November 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
26	27	28	29	30	31 BW22 Payday MO10 Payday	1
2	3	4 BP Final Approval Deadline	5 BW23 Day 1	6 BW23 Day 2	7 BW23 Day 3 / Complete	8
9	10	11 University Holiday *BP Final Approval Deadline	12 MO11 Day 1	13 MO11 Day 2	14 BW23 Payday MO11 Day 3 / Complete	15
16	17	18 BP Final Approval Deadline	19 BW24 Day 1	20 BW24 Day 2	21 BW24 Day 3 / Complete Finance Month Close	22
23	24	25	26	27 University Holiday	28 University Holiday BW24 Payday MO11 Payday	29
30	1	<i>Notes</i> *Operational support or approvals may be limited for business processes initiated during weekends and university holidays				

December 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
30	1	2 BP Final Approval Deadline	3 BW25 Day 1	4 BW25 Day 2	5 BW25 Day 3 / Complete	6
7	8	9	10	11 BP Final Approval Deadline	12 BW25 Payday MO12 Day 1	13
14	15 MO12 Day 2	16 BP Final Approval Deadline MO12 Day 3 / Complete	17 BW26 Day 1	18 BW26 Day 2	19 BW26 Day 3 / Complete Finance Month Close	20
21	22	23	24 University Holiday	25 University Holiday	26 BW26 Payday	27
28	29	30	31 MO12 Payday	1 University Holiday	2	3
4	5	Notes				