

BI-WEEKLY TEMPORARY AND STUDENT EMPLOYEES Calendar for 2025

Leave Period	Timesheet Date - From	Timesheet Date - To	Employee Deadline - 5:00 PM	Approver Deadline - 12 NOON	Deadline for Submission of paperwork for pay rate or position changes	Check Date
BW 01	12/16/24	12/29/24	12/30/2024	12/31/2024	12/11/2024	1/10/2025
BW 02	12/30/24	1/12/25	1/13/2025	1/14/2025	12/25/2024	1/24/2025
BW 03	1/13/25	1/26/25	1/27/2025	1/28/2025	1/8/2025	2/7/2025
BW 04	1/27/25	2/9/25	2/10/2025	2/11/2025	1/22/2025	2/21/2025
BW 05	2/10/25	2/23/25	2/24/2025	2/25/2025	2/5/2025	3/7/2025
BW 06	2/24/25	3/9/25	3/10/2025	3/11/2025	2/19/2025	3/21/2025
BW 07	3/10/25	3/23/25	3/24/2025	3/25/2025	3/5/2025	4/4/2025
BW 08	3/24/25	4/6/25	4/7/2025	4/8/2025	3/19/2025	4/18/2025
BW 09	4/7/25	4/20/25	4/21/2025	4/22/2025	4/2/2025	5/2/2025
BW 10	4/21/25	5/4/25	5/5/2025	5/6/2025	4/16/2025	5/16/2025
BW 11	5/5/25	5/18/25	5/19/2025	5/20/2025	4/30/2025	5/30/2025
BW 12	5/19/25	6/1/25	6/2/2025	6/3/2025	5/14/2025	6/13/2025
BW 13	6/2/25	6/15/25	6/16/2025	6/17/2025	5/28/2025	6/27/2025
BW 14	6/16/25	6/29/25	6/30/2025	7/1/2025	6/11/2025	7/11/2025
BW 15	6/30/25	7/13/25	7/14/2025	7/15/2025	6/25/2025	7/25/2025
BW 16	7/14/25	7/27/25	7/28/2025	7/29/2025	7/9/2025	8/8/2025
BW 17	7/28/25	8/10/25	8/11/2025	8/12/2025	7/23/2025	8/22/2025
BW 18	8/11/25	8/24/25	8/25/2025	8/26/2025	8/6/2025	9/5/2025
BW 19	8/25/25	9/7/25	9/8/2025	9/9/2025	8/20/2025	9/19/2025
BW 20	9/8/25	9/21/25	9/22/2025	9/23/2025	9/3/2025	10/3/2025
BW 21	9/22/25	10/5/25	10/6/2025	10/7/2025	9/17/2025	10/17/2025
BW 22	10/6/25	10/19/25	10/20/2025	10/21/2025	10/1/2025	10/31/2025
BW 23	10/20/25	11/2/25	11/3/2025	11/4/2025	10/15/2025	11/14/2025
BW 24	11/3/25	11/16/25	11/17/2025	11/18/2025	10/29/2025	11/28/2025
BW 25	11/17/25	11/30/25	12/1/2025	12/2/2025	11/12/2025	12/12/2025
BW 26	12/1/25	12/14/25	12/15/2025	12/16/2025	11/26/2025	12/26/2025