

Benedictine Univ 2025-2026

Bi-weekly Payroll Schedule

PAY PERIOD Sunday to Saturday	Payroll Changes To HR/Payroll Friday by 9:00 a.m.	PAYROLL DATE
5/4-5/17	16-May	23-May
5/18-5/31	30-May	6-Jun
6/1-6/14	13-Jun	20-Jun
6/15-6/28	*WEDNESDAY 6/25/25	3-Jul
6/29-7/12	11-Jul	18-Jul
7/13-7/26	25-Jul	1-Aug
7/27-8/9	8-Aug	15-Aug
8/10-8/23	22-Aug	29-Aug
8/24-9/6	5-Sep	12-Sep
9/7-9/20	19-Sep	26-Sep
9/21-10/4	3-Oct	10-Oct
10/5-10/18	17-Oct	24-Oct
10/19-11/1	31-Oct	7-Nov
11/2-11/15	14-Nov	21-Nov
11/16-11/29	*MONDAY 11/24/25	5-Dec
11/30-12/13	12-Dec	19-Dec
12/14-12/27	*WEDNESDAY 12/17/25	2-Jan
12/28-1/10	9-Jan	16-Jan
1/11-1/24	23-Jan	30-Jan
1/25-2/7	6-Feb	13-Feb
2/8-2/21	20-Feb	27-Feb
2/22-3/7	6-Mar	13-Mar
3/8-3/21	20-Mar	27-Mar
3/22-4/4	*TUESDAY 3/31/26	10-Apr
4/5-4/18	17-Apr	24-Apr
4/19-5/2	1-May	8-May

***denotes early submittal due to holiday**

Paid Holidays

Benefit Eligible Employees

Holiday	Day	Date
Memorial Day	Monday	5/26/2025
Juneteenth	Thursday	6/19/2025
Independence Day	Friday	7/4/2025
Labor Day	Monday	9/1/2025
Day before Thanksgiving	Wednesday	11/26/2025
Thanksgiving Day	Thursday	11/27/2025
Day after Thanksgiving	Friday	11/28/2025
President's Holidays	Mon and Tues	12/22-12/23/2025
Christmas Eve	Wednesday	12/24/2025
Christmas Day	Thursday	12/25/2025
President's Holidays	Fri thru Wed	12/26-12/31
New Year's Day	Thursday	1/1/2026
Good Friday	Friday	4/3/2026
Easter Monday	Monday	4/6/2026
Memorial Day	Monday	5/25/2026