

Benedictine Univer 2024-2025

Bi-weekly Payroll Schedule

PAY PERIOD Sunday to Saturday	Payroll Changes To HR/Payroll Friday by 9:00 a.m.	PAYROLL DATE
5/5-5/18	17-May	24-May
5/19-6/1	31-May	7-Jun
6/2-6/15	14-Jun	21-Jun
6/16-6/29	*Wednesday 6/26/24	5-Jul
6/30-7/13	12-Jul	19-Jul
7/14-7/27	26-Jul	2-Aug
7/28-8/10	9-Aug	16-Aug
8/11-8/24	23-Aug	30-Aug
8/25-9/7	6-Sep	13-Sep
9/8-9/21	20-Sep	27-Sep
9/22-10/5	4-Oct	11-Oct
10/6-10/19	18-Oct	25-Oct
10/20-11/2	1-Nov	8-Nov
11/3-11/16	15-Nov	22-Nov
11/17-11/30	*Monday 11/25/24	6-Dec
12/1-12/14	*Wednesday 12/11/24	20-Dec
12/15-12/28	*Wednesday 12/11/24	3-Jan
12/29-1/11	10-Jan	17-Jan
1/12-1/25	24-Jan	31-Jan
1/26-2/8	7-Feb	14-Feb
2/9-2/22	21-Feb	28-Feb
2/23-3/8	7-Mar	14-Mar
3/9-3/22	21-Mar	28-Mar
3/23-4/5	4-Apr	11-Apr
4/6-4/19	*Tuesday 4/15/2025	25-Apr
4/20-5/3	2-May	9-May

***denotes early submittal due to holiday**

Paid Holidays

Benefit Eligible Employees

Holiday	Day	Date
Memorial Day	Monday	5/27/2024
Juneteenth	Wednesday	6/19/2024
Independence Day	Thursday	7/4/2024
Labor Day	Monday	9/2/2024
Day before Thanksgiving	Wednesday	11/27/2024
Thanksgiving Day	Thursday	11/28/2024
Day after Thanksgiving	Friday	11/29/2024
President's Holidays	Monday	12/23/2024
Christmas Eve	Tuesday	12/24/2024
Christmas Day	Wednesday	12/25/2024
President's Holidays	Thur thru Tues	12/26-12/31
New Year's Day	Wednesday	1/1/2025
Good Friday	Friday	4/18/2025
Easter Monday	Monday	4/21/2025
Memorial Day	Monday	5/26/2025