

UNL Payroll Processing Schedule
1st Quarter 2025

^A Note short turnaround due to closedown
^B Early BW Final due to Holiday

SCHEDULE #	BIWEEKLY						MONTHLY		
	01 ^A	02 ^B	03	04	05	06	01	02	03
PAY PERIOD	12/13/2024 12/26/2024	12/27/2024 1/9/2025	1/10/2025 1/23/2025	1/24/2025 2/6/2025	2/7/2025 2/20/2025	2/21/2025 3/6/2025	January	February	March
PAF Deadline-new hire/rehire, separations	PAF must be submitted to Payroll 2 WEEKS PRIOR TO EFFECTIVE DATE to ensure entry								
Deadline for other PAF types	12/20/2024	1/2/2025	1/17/2025	1/31/2025	2/14/2025	2/28/2025	1/13/2025	2/10/2025	3/11/2025
4/2 Rule for Retro PAF	10/18/2024	11/1/2024	11/15/2024	11/29/2024	12/13/2024	12/27/2024	11/1/2024	12/1/2024	1/1/2025
13/6 Rule for Retro PAF	6/14/2024	6/28/2024	7/12/2024	7/26/2024	8/9/2024	8/23/2024	7/1/2024	8/1/2024	9/1/2024
1st RUN	Fri 12/27/2024	Fri 1/10/2025	Fri 1/24/2025	Fri 2/7/2025	Fri 2/21/2025	Fri 3/7/2025	Mon 1/20/2025	Mon 2/17/2025	Mon 3/17/2025
Correction Run will occur every work day to Final	<<<<<<<<<<<<<<< Correction Run Will Occur Every Work Day to Final >>>>>>>>>>>>>>>								
Final day for HR/PAF entries and changes	Wed 1/1/2025	Tue 1/14/2025	Wed 1/29/2025	Wed 2/12/2025	Wed 2/26/2025	Wed 3/12/2025	Thu 1/23/2025	Thu 2/20/2025	Fri 3/21/2025
HR/PAF corrections & changes with Payroll Services approval	Thu 1/2/2025	Wed 1/15/2025	Thu 1/30/2025	Thu 2/13/2025	Thu 2/27/2025	Thu 3/13/2025	Fri 1/24/2025	Fri 2/21/2025	Mon 3/24/2025
Time Entry corrections allowed until 3:00 PM	Fri 1/3/2025	Thu 1/16/2025	Fri 1/31/2025	Fri 2/14/2025	Fri 2/28/2025	Fri 3/14/2025	Mon 1/27/2025	Mon 2/24/2025	Tue 3/25/2025
Stay off records until 1:00 pm (CST/CDT) unless notified	LOCK DOWN ON DATA ENTRY FOR PAYROLL AREA BEING PROCESSED								
	Mon 1/6/2025	Fri 1/17/2025	Mon 2/3/2025	Mon 2/17/2025	Mon 3/3/2025	Mon 3/17/2025	Tue 1/28/2025	Tue 2/25/2025	Wed 3/26/2025
Payroll Post to SAP Ledgers	Tue 1/7/2025	Tue 1/21/2025	Tue 2/4/2025	Tue 2/18/2025	Tue 3/4/2025	Tue 3/18/2025	Wed 1/29/2025	Wed 2/26/2025	Thu 3/27/2025
PAY DATE Date paycheck deposited/mailed	Thu 1/9/2025	Thu 1/23/2025	Thu 2/6/2025	Thu 2/20/2025	Thu 3/6/2025	Thu 3/20/2025	Fri 1/31/2025	Fri 2/28/2025	Mon 3/31/2025

	Classes begin/end	AY Appt Dates (IT9001)	WorkStudy Appt (IT9001)
Spring Pre-Session 2025	1/2/25 - 1/17/25		
Spring Semester 2025	1/21/25 - 5/10/25	1/13/25 - 5/23/25	1/2/25 - 5/10/25
Summer Term 2025	5/19/25 - 8/14/25		
Fall Semester 2025	8/25/25 - 12/13/25	8/18/25 - 1/4/26	
Spring Semester 2026	1/12/26 - 5/2/26	1/5/26 - 5/15/26	
Summer Term 2026	TBA		
Fall Semester 2026	8/24/26 - 12/12/26	8/17/26 - 5/14/27	