

## November 2024 TL/Payroll Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
					<div style="background-color: yellow; padding: 2px;">Check Date: Weekly</div> <div style="background-color: lightblue; padding: 2px;">Check Date: Biweekly</div> <div style="background-color: lavender; padding: 2px;">Check Date: Stipend</div> <div style="background-color: yellow; padding: 2px;">TL Appr Deadline: Weekly (11/8)</div> Absence Approval Deadline Absence Processing	
3		4	5	6	7	8
		<div style="background-color: yellow; padding: 2px;">Payroll Open/Close: Weekly (11/8)</div>	<div style="background-color: yellow; padding: 2px;">TL Rpt Deadline: Weekly (11/15)</div> <div style="background-color: lightblue; padding: 2px;">TL Rpt Deadline: Biweekly (11/15)</div> <div style="background-color: orange; padding: 2px;">Payroll Open/Close TFEL 11/8</div> Absence Reporting Deadline	<div style="background-color: yellow; padding: 2px;">TL Appr Deadline: Weekly (11/15)</div> <div style="background-color: lightblue; padding: 2px;">TL Appr Deadline: Biweekly (11/15)</div> Absence Approval Deadline Absence Processing	<div style="background-color: yellow; padding: 2px;">Check Date: Weekly</div> <div style="background-color: orange; padding: 2px;">Check Date: Teaching Fellows</div>	
10	<b>Veteran's Day</b>	11	12	13	14	15
		<div style="background-color: yellow; padding: 2px;">Payroll Open/Close: Weekly (11/15)</div> <div style="background-color: lightblue; padding: 2px;">Payroll Open/Close: Biweekly (11/15)</div>	<div style="background-color: yellow; padding: 2px;">TL Rpt Deadline: Weekly (11/22)</div> Absence Reporting Deadline	<div style="background-color: yellow; padding: 2px;">TL Appr Deadline: Weekly (11/22)</div> <div style="background-color: lavender; padding: 2px;">File Deadline: Stipend</div> Absence Accrual Cycle Absence Approval Deadline Absence Processing	<div style="background-color: yellow; padding: 2px;">Check Date: Weekly</div> <div style="background-color: lightblue; padding: 2px;">Check Date: Biweekly</div>	
17		18	19	20	21	22
	<div style="background-color: yellow; padding: 2px;">Payroll Open/Close: Weekly (11/22)</div>	<div style="background-color: orange; padding: 2px;">Payroll Open/Close TFEL 11/22</div>	<div style="background-color: green; padding: 2px;">Payroll Opens: Monthly (11/29)</div> <div style="background-color: yellow; padding: 2px;">TL Rpt Deadline: Weekly (11/29)</div> <div style="background-color: lightblue; padding: 2px;">TL Rpt Deadline: Biweekly (11/29)</div>	<div style="background-color: yellow; padding: 2px;">TL Rpt Deadline: Weekly (11/29)</div> <div style="background-color: lightblue; padding: 2px;">TL Rpt Deadline: Biweekly (11/29)</div> <div style="background-color: lavender; padding: 2px;">Payroll Opens: Stipend (11/29)</div> <div style="background-color: green; padding: 2px;">Payroll Closes: Monthly (11/29)</div> Absence Approval Deadline Absence Processing	<div style="background-color: yellow; padding: 2px;">Check Date: Weekly</div> <div style="background-color: orange; padding: 2px;">Check Date: Teaching Fellows</div> <div style="background-color: lavender; padding: 2px;">Payroll Closes: Stipend (11/29)</div>	23
24		25	26	27	28	29
	<div style="background-color: yellow; padding: 2px;">Payroll Open/Close: Weekly (11/29)</div> <div style="background-color: lightblue; padding: 2px;">Payroll Open/Close: Biweekly (11/29)</div>	<div style="background-color: yellow; padding: 2px;">TL Rpt Deadline: Weekly (12/6)</div>	<div style="background-color: yellow; padding: 2px;">TL Appr Deadline: Weekly (12/6)</div> Absence Approval Deadline Absence Processing	<b>Thanksgiving</b>	<b>Day After Thanksgiving</b>	30
		Absence Reporting Deadline	<div style="background-color: yellow; padding: 2px;">Check Date: Weekly</div> <div style="background-color: lightblue; padding: 2px;">Check Date: Biweekly</div> <div style="background-color: green; padding: 2px;">Check Date: Monthly</div> <div style="background-color: lavender; padding: 2px;">Check Date: Stipend</div>			
Weekly = Yellow						
Biweekly = Blue						
Teaching Fellows = Gold						
Monthly = Green						
Stipend = Lavender						
		Dates in Parentheses refer to the associated Check Date All Dates/Deadlines subject to change				

## December 2024 TL/Payroll Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1		2 Payroll Open/Close: Weekly (12/6)	3 Payroll Opens: TchFell (12/6)	4 TL Rpt Deadline: Weekly (12/13) TL Rpt Deadline: Biweekly (12/13) File Deadline: Stipend	5 Check Date: Weekly Check Date: Teaching Fellows TL Appr Deadline: Weekly (12/13) TL Appr Deadline: Biweekly (12/13)	6
				Absence Reporting Deadline	Absence Approval Deadline Absence Processing	
8		9 Payroll Open/Close: Weekly (12/13) Payroll Open/Close: Biweekly (12/13)	10 Payroll open: Monthly (12/23)	11 TL Rpt Deadline: Weekly (12/20) Payroll close: Monthly (12/23) Payroll Opens: Stipend (12/23)	12 Check Date: Weekly Check Date: BiWeekly TL Appr Deadline: Weekly (12/20) Payroll Closes: Stipend (12/23)	13
				Absence Reporting Deadline	Absence Approval Deadline Absence Processing	
15		16 Payroll Open/Close: Weekly (12/20)	17 TL Rpt Deadline: Weekly (12/27) TL Rpt Deadline: Biweekly (12/27) Payroll Opens: TchFell (12/20)	18 TL Appr Deadline: Biweekly (12/27) TL Appr Deadline: Weekly (12/27)	19 Check Date: Weekly Check Date: Teaching Fellows	20
	Absence Accrual Cycle		Absence Reporting Deadline	Absence Approval Deadline Absence Processing		
22	23 <b>Winter Recess</b> Payroll Open/Close: Weekly (12/27) Payroll Open/Close: Biweekly (12/27) Check Date: Monthly Check Date: Stipend	24 <b>Winter Recess</b> <b>Christmas Eve Half Day</b>	25 <b>Christmas Day</b> TL Rpt Deadline: Weekly (1/3)	26 <b>Winter Recess</b> TL Appr Deadline: Weekly (1/3)	27 <b>Winter Recess</b> Check Date: Weekly Check Date: BiWeekly	28
			Absence Reporting Deadline	Absence Approval Deadline Absence Processing		
29	30 <b>Winter Recess</b> Payroll Open/Close: Weekly (1/3)	31 <b>Winter Recess</b> Payroll Opens: TchFell (1/3)	1 <b>New Year's Day</b>	2	3 Check Date: Weekly Check Date: Teaching Fellows	4

Weekly = Yellow
Biweekly = Blue
Teaching Fellows = Gold
Monthly = Green
Stipend = Lavender

Dates in Parentheses refer to the associated Check Date  
All Dates/Deadlines subject to change

## January 2025 TL/Payroll Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			New Year's Day	1 TL Rpt Deadline: Weekly (1/10) TL Rpt Deadline: Biweekly (1/10)  Absence Reporting Deadline	2 Check Date: Weekly TL Appr Deadline: Weekly (1/10) TL Appr Deadline: Biweekly (1/10) Check Date: TchFell  Absence Approval Deadline	3 4
5	Absence Processing	6 Payroll Open/Close: Weekly (1/10) Payroll Open/Close: Biweekly (1/10)	7	8 TL Rpt Deadline: Weekly (1/17)  Absence Reporting Deadline	9 Check Date: Weekly Check Date: Biweekly TL Appr Deadline: Weekly (1/17)	10 11
12	Absence Processing	13 Payroll Open/Close: Weekly (1/17)	14 TL Rpt Deadline: Weekly (1/24) TL Rpt Deadline: Biweekly (1/24) Payroll Open/Close TchFell: (1/17)	15 TL Appr Deadline: Weekly (1/24) TL Appr Deadline: Biweekly (1/24)  Absence Accrual Cycle Absence Approval Deadline	16 Check Date: Weekly Check Date: TchFell File Deadline: Stipend	17 18
19	Martin Luther King Day	20 Payroll Open/Close: Weekly (1/24) Payroll Open/Close: Biweekly (1/24)	21	22 Payroll Opens: Monthly (1/31) TL Rpt Deadline: Weekly (1/31)  Absence Reporting Deadline	23 Check Date: Weekly Check Date: Biweekly TL Appr Deadline: Weekly (1/31) Payroll Closes: Monthly (1/31) Payroll Open: Stipend (1/31)  Absence Approval Deadline	24 25
26	Payroll Closes: Stipend (1/31)  Absence Processing	27 Payroll Open/Close: Weekly (1/31)	28 Payroll Open/Close TchFell: (1/31)	29 TL Rpt Deadline: Weekly (2/7) TL Rpt Deadline: Biweekly (2/7)  Absence Reporting Deadline	30 TL Appr Deadline: Weekly (2/7) TL Appr Deadline: Biweekly (2/7) Check Date: Monthly Check Date: TchFell Check Date: Stipend Check Date: Weekly  Absence Approval Deadline	31

Weekly = Yellow
Biweekly = Blue
Teaching Fellows = Gold
Monthly = Green
Stipend = Lavender

Dates in Parentheses refer to the associated Check Date  
All Dates/Deadlines subject to change

## February 2025 TL/Payroll Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2		3	4	5	6	7
		Payroll Open/Close: Weekly (2/7)		TL Rpt Deadline: Weekly (2/14)	Check Date: Weekly	8
		Payroll Open/Close: Biweekly (2/7)			Check Date: Biweekly	
	Absence Processing				TL Appr Deadline: Weekly (2/14)	
				Absence Reporting Deadline	Absence Approval Deadline	
9		10	11	12	13	14
		Payroll Open/Close: Weekly (2/14)	Payroll Open/Close TchFell: (2/14)	TL Appr Deadline: Weekly (2/21)	Check Date: Weekly	15
			TL Rpt Deadline: Weekly (2/21)	TL Appr Deadline: Biweekly (2/21)	File Deadline: Stipend	
			TL Rpt Deadline: Biweekly (2/21)		Check Date: TchFell	
	Absence Processing		Absence Reporting Deadline	Absence Approval Deadline	Absence Processing	
16	17	18	19	20	21	22
<b>President's Day</b>		Payroll Open/Close: Weekly (2/21)		TL Rpt Deadline: Weekly (2/28)	Check Date: Weekly	
		Payroll Open/Close: Biweekly (2/21)		Payroll Opens: Monthly (2/28)	Check Date: Biweekly	
					TL Appr Deadline: Weekly (2/28)	
					Payroll Closes: Monthly (2/28)	
					Payroll Open: Stipend (2/28)	
			Absence Accrual Cycle	Absence Reporting Deadline	Absence Approval Deadline	
23	24	25	26	27	28	
	Payroll Closes: Stipend (2/28)	Payroll Open/Close: Weekly (2/28)	Payroll Open/Close TchFell: (2/28)	TL Rpt Deadline: Weekly (3/7)	TL Appr Deadline: Weekly (3/7)	
				TL Rpt Deadline: Biweekly (3/7)	TL Appr Deadline: Biweekly (3/7)	
					Check Date: Stipend	
					Check Date: TchFell	
					Check Date: Weekly	
					Check Date: Monthly	
	Absence Processing			Absence Reporting Deadline	Absence Approval Deadline	
Weekly = Yellow		Dates in Parentheses refer to the associated Check Date All Dates/Deadlines subject to change				
Biweekly = Blue						
Teaching Fellows = Gold						
Monthly = Green						
Stipend = Lavender						

## March 2025 TL/Payroll Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
						1	
2		3	4	5	6	7	8
		Payroll Open/Close: Weekly (3/7) Payroll Open/Close: Biweekly (3/7)			TL Rpt Deadline: Weekly (3/14)	Check Date: Weekly Check Date: Biweekly TL Appr Deadline: Weekly (3/14)	
	Absence Processing				Absence Reporting Deadline	Absence Approval Deadline	
9		10	11	12	13	14	15
		Payroll Open/Close: Weekly (3/14)	Payroll Open/Close TchFell: (3/14)		TL Rpt Deadline: Weekly (3/21) TL Rpt Deadline: Biweekly (3/21)	Check Date: Weekly Check Date: TchFell TL Appr Deadline: Weekly (3/21) TL Appr Deadline: Biweekly (3/21)	
	Absence Processing				Absence Reporting Deadline	Absence Approval Deadline	
16		17	18	19	20	21	22
		Payroll Open/Close: Weekly (3/21) Payroll Open/Close: Biweekly (3/21)	File Deadline: Stipend		TL Rpt Deadline: Weekly (3/28)	Check Date: Weekly Check Date: Biweekly TL Appr Deadline: Weekly (3/28) Payroll Opens: Monthly (3/31)	
	Absence Accrual Cycle Absence Processing				Absence Reporting Deadline	Absence Approval Deadline	
23		24	25	26	27	28	29
	Payroll Closes: Monthly (3/31)	Payroll Open/Close: Weekly (3/28)	Payroll Open: Stipend (4/1) Payroll Open/Close TchFell: (3/28)		TL Rpt Deadline: Weekly (4/4) TL Rpt Deadline: Biweekly (4/4) Payroll Close: Stipend (4/1)	Check Date: Weekly TL Appr Deadline: Weekly (4/4) TL Appr Deadline: Biweekly (4/4) Check Date: TchFell	
	Absence Processing				Absence Reporting Deadline	Absence Approval Deadline	
30		31					
	Check Date: Monthly						
	Absence Processing						

Weekly = Yellow
Biweekly = Blue
Teaching Fellows = Gold
Monthly = Green
Stipend = Lavender

Dates in Parentheses refer to the associated Check Date  
All Dates/Deadlines subject to change

### April 2025 TL/Payroll Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Payroll Open/Close: Weekly (4/4) Payroll Open/Close: Biweekly (4/4) Check Date: Stipend	2	3 TL Rpt Deadline: Weekly (4/11)	4 Check Date: Weekly Check Date: Biweekly TL Appr Deadline: Weekly (4/11)	5
6	7 Absence Processing	8 Payroll Open/Close: Weekly (4/11)	9 Payroll Open/Close TchFell: (4/11)	10 TL Rpt Deadline: Weekly (4/18) TL Rpt Deadline: Biweekly (4/18)	11 TL Appr Deadline: Weekly (4/18) TL Appr Deadline: Biweekly (4/18) Check Date: TchFell Check Date: Weekly	12
13	14 Absence Processing	15 Payroll Open/Close: Weekly (4/18) Payroll Open/Close: Biweekly (4/18)	16 Absence Accrual Cycle	17 TL Rpt Deadline: Weekly (4/25)	18 Check Date: Weekly TL Appr Deadline: Weekly (4/25) Check Date: Biweekly File Deadline: Stipend	19
20	21 Absence Processing	22 Payroll Open/Close: Weekly (4/25)	23 Payroll Open/Close TchFell: (4/25)	24 TL Rpt Deadline: Weekly (5/2) TL Rpt Deadline: Biweekly (5/2) Payroll Opens: Monthly (4/30)	25 Check Date: Weekly Check Date: TchFell TL Appr Deadline: Weekly (5/2) TL Appr Deadline: Biweekly (5/2) Payroll Closes: Monthly (4/30) Payroll Open: Stipend (5/1)	26
27	28 Payroll Close: Stipend (5/1)  Absence Processing	29 Payroll Open/Close: Weekly (5/2) Payroll Open/Close: Biweekly (5/2)	30 Check Date: Monthly			
Weekly = Yellow Biweekly = Blue Teaching Fellows = Gold Monthly = Green Stipend = Lavender						

## May 2025 TL/Payroll Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
				TL Rpt Deadline: Weekly (5/9)	Check Date: Weekly	
				Check Date: Stipend	Check Date: Biweekly	
					TL Appr Deadline: Weekly (5/9)	
				Absence Reporting Deadline	Absence Approval Deadline	
4		5	6	7	8	9
		Payroll Open/Close: Weekly (5/9)	Payroll Open/Close TchFell: (5/9)	TL Rpt Deadline: Weekly (5/16)	Check Date: Weekly	
				TL Rpt Deadline: Biweekly (5/16)	Check Date: TchFell	
				File Deadline: Stipend	TL Appr Deadline: Weekly (5/16)	
					TL Appr Deadline: Biweekly (5/16)	
	Absence Processing			Absence Reporting Deadline	Absence Approval Deadline	
11		12	13	14	15	16
		Payroll Open/Close: Weekly (5/16)		TL Rpt Deadline: Weekly (5/23)	Check Date: Weekly	
		Payroll Open/Close: Biweekly (5/16)		Payroll Opens: Stipend (5/30)	Check Date: Biweekly	
					TL Appr Deadline: Weekly (5/23)	
					Payroll Close: Stipend (5/30)	
	Absence Processing			Absence Reporting Deadline	Absence Accrual Cycle	
					Absence Approval Deadline	
18		19	20	21	22	23
		Payroll Open/Close: Weekly (5/23)	TL Rpt Deadline: Weekly (5/30)	TL Appr Deadline: Weekly (5/30)	Check Date: Weekly	
			TL Rpt Deadline: Biweekly (5/30)	TL Appr Deadline: Biweekly (5/30)	Check Date: TchFell	
			Payroll Open/Close TchFell: (5/23)	Payroll Opens: Monthly (5/30)	Payroll Closes: Monthly (5/30)	
	Absence Processing		Absence Reporting Deadline	Absence Approval Deadline	Absence Processing	
25		26	27	28	29	30
	<b>Memorial Day</b>	Payroll Open/Close: Weekly (5/30)		TL Rpt Deadline: Weekly (6/07)	Check Date: Weekly	
		Payroll Open/Close: Biweekly (5/30)			Check Date: Biweekly	
					Check Date: Stipend	
					Check Date: Monthly	
					TL Appr Deadline: Weekly (6/07)	
				Absence Reporting Deadline	Absence Approval Deadline	

Weekly = Yellow
Biweekly = Blue
Teaching Fellows = Gold
Monthly = Green
Stipend = Lavender

Dates in Parentheses refer to the associated Check Date  
All Dates/Deadlines subject to change

## June 2025 TL/Payroll Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3 Payroll Open/Close: Weekly (6/6)	4 Payroll Open/Close TchFell: (6/6)	5 TL Rpt Deadline: Weekly (6/13) TL Rpt Deadline: Biweekly (6/13)	6 TL Appr Deadline: Weekly (6/13) TL Appr Deadline: Biweekly (6/13) Check Date: Weekly Check Date: TchFell	7
	Absence Processing			Absence Reporting Deadline	Absence Approval Deadline	
8	9	10 Payroll Open/Close: Weekly (6/13) Payroll Open/Close: Biweekly (6/13)	11 TL Rpt Deadline: Weekly (6/20)	12 TL Appr Deadline: Weekly (6/20)	13 Check Date: Biweekly Check Date: Weekly	14
	Absence Processing		Absence Reporting Deadline	Absence Approval Deadline	Absence Processing	
15	16 Payroll Open/Close: Weekly (6/20)	17 Payroll Open/Close TchFell: (6/20)	18 TL Rpt Deadline: Weekly (6/27) TL Rpt Deadline: Biweekly (6/27) File Deadline: Stipend	19 Juneteenth	20 TL Appr Deadline: Weekly (6/27) TL Appr Deadline: Biweekly (6/27) Check Date: Weekly Check Date: TchFell Payroll Opens: Monthly (6/30)	21
	Absence Accrual Cycle		Absence Reporting Deadline		Absence Approval Deadline	
22	23 Payroll Closes: Monthly (6/30)	24 Payroll Open/Close: Weekly (6/27) Payroll Open/Close: Biweekly (6/27)	25 Payroll Opens: Stipend (7/1)	26 TL Rpt Deadline: Weekly (7/3) Payroll Close: Stipend (7/1)	27 Check Date: Weekly Check Date: Biweekly TL Appr Deadline: Weekly (7/3)	28
	Absence Processing			Absence Reporting Deadline	Absence Approval Deadline	
29	30 Payroll Open/Close: Weekly (7/3) Check Date: Monthly					
	Absence Processing					

Weekly = Yellow
Biweekly = Blue
Teaching Fellows = Gold
Monthly = Green
Stipend = Lavender

Dates in Parentheses refer to the associated Check Date  
All Dates/Deadlines subject to change

## July 2025 TL/Payroll Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
		Payroll Open/Close TchFell: (7/3) Check Date: Stipend	TL Rpt Deadline: Weekly (7/11) TL Rpt Deadline: Biweekly (7/11)	TL Appr Deadline: Weekly (7/11) TL Appr Deadline: Biweekly (7/11) Check Date: Weekly Check Date: TchFell	July 4th	
			Absence Reporting Deadline	Absence Approval Deadline		
6	7	8	9	10	11	12
		Payroll Open/Close: Weekly (7/11) Payroll Open/Close: Biweekly (7/11)		TL Rpt Deadline: Weekly (7/18)	Check Date: Weekly Check Date: Biweekly TL Appr Deadline: Weekly (7/18)	
	Absence Processing			Absence Reporting Deadline	Absence Approval Deadline	
13	14	15	16	17	18	19
		Payroll Open/Close: Weekly (7/18)	Payroll Open/Close TchFell: (7/18)	TL Rpt Deadline: Weekly (7/25) TL Rpt Deadline: Biweekly (7/25)	Check Date: Weekly Check Date: TchFell TL Appr Deadline: Weekly (7/25) TL Appr Deadline: Biweekly (7/25) File Deadline: Stipend	
	Absence Processing		Absence Accural Cycle	Absence Reporting Deadline	Absence Approval Deadline	
20	21	22	23	24	25	26
		Payroll Open/Close: Weekly (7/25) Payroll Open/Close: Biweekly (7/25)		TL Rpt Deadline: Weekly (8/1) Payroll Opens: Monthly (7/31)	Check Date: Weekly Check Date: Biweekly TL Appr Deadline: Weekly (8/1) Payroll Closes: Monthly (7/31) Payroll Opens: Stipend (8/1)	
	Absence Processing			Absence Reporting Deadline	Absence Approval Deadline	
27	28	29	30	31		
	Payroll Closes Stipend (8/1)	Payroll Open/Close: Weekly (8/1)	Payroll Open/Close TchFell: (8/1)	Check Date: Monthly TL Rpt Deadline: Weekly (8/8) TL Rpt Deadline: Biweekly (8/8)		
	Absence Processing			Absence Reporting Deadline		
Weekly = Yellow Biweekly = Blue Teaching Fellows = Gold Monthly = Green Stipend = Lavender		Dates in Parentheses refer to the associated Check Date All Dates/Deadlines subject to change				

## August 2025 TL/Payroll Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 Check Date: Weekly Check Date: TchFell TL Appr Deadline: Weekly (8/8) TL Appr Deadline: Biweekly (8/8) Check Date: Stipend Absence Approval Deadline	2
3	4 Absence Processing	5 Payroll Open/Close: Weekly (8/8) Payroll Open/Close: Biweekly (8/8)	6	7 TL Rpt Deadline: Weekly (8/15) Absence Reporting Deadline	8 Check Date: Weekly Check Date: Biweekly TL Appr Deadline: Weekly (8/15) Absence Approval Deadline	9
10	11 Absence Processing	12 Payroll Open/Close: Weekly (8/15)	13 Payroll Open/Close TchFell: (8/15)	14 TL Rpt Deadline: Weekly (8/22) TL Rpt Deadline: Biweekly (8/22) Absence Reporting Deadline	15 Check Date: Weekly Check Date: TchFell TL Appr Deadline: Weekly (8/22) TL Appr Deadline: Biweekly (8/22) File Deadline: Stipend Absence Accrual Cycle Absence Approval Deadline	16
17	18 Absence Processing	19 Payroll Open/Close: Weekly (8/22) Payroll Open/Close: Biweekly (8/22)	20	21 TL Rpt Deadline: Weekly (8/29) Payroll Opens: Monthly (8/29) Absence Reporting Deadline	22 Check Date: Weekly Check Date: Biweekly TL Appr Deadline: Weekly (8/29) Payroll Opens: Stipend (8/29) Payroll Closes: Monthly (8/29) Absence Approval Deadline	23
24	25 Payroll Closes: Stipend (8/29) Absence Processing	26 Payroll Open/Close: Weekly (8/29)	27 Payroll Open/Close TchFell: (8/29) TL Rpt Deadline: Weekly (9/5) TL Rpt Deadline: Biweekly (9/5) Absence Reporting Deadline	28 TL Appr Deadline: Weekly (9/5) TL Appr Deadline: Biweekly (9/5) Absence Approval Deadline	29 Check Date: Weekly Check Date: TchFell Check Date: Stipend Check Date: Monthly Absence Processing	30
31						

Weekly = Yellow
Biweekly = Blue
Teaching Fellows = Gold
Monthly = Green
Stipend = Lavender

Dates in Parentheses refer to the associated Check Date  
All Dates/Deadlines subject to change

## September 2025 TL/Payroll Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 <b>Labor Day</b>	2 Payroll Open/Close: Weekly (9/5) Payroll Open/Close: Biweekly (9/5)	3	4 TL Rpt Deadline: Weekly (9/12)	5 Check Date: Weekly Check Date: Biweekly TL Appr Deadline: Weekly (9/12)	6
7	8	9 Payroll Open/Close: Weekly (9/12)	10 Payroll Open/Close TchFell: (9/12)	11 TL Rpt Deadline: Weekly (9/19) TL Rpt Deadline: Biweekly (9/19)	12 Check Date: Weekly Check Date: TchFell TL Appr Deadline: Weekly (9/19) TL Appr Deadline: Biweekly (9/19)	13
14	15	16 Payroll Open/Close: Weekly (9/19) Payroll Open/Close: Biweekly (9/19)	17	18 TL Rpt Deadline: Weekly (9/26) File Deadline: Stipend	19 Check Date: Weekly Check Date: Biweekly TL Appr Deadline: Weekly (9/26) Payroll Opens: Monthly (9/30)	20
21	22 Payroll Closes: Monthly (9/30)	23 Payroll Open/Close: Weekly (9/26)	24 Payroll Open/Close TchFell: (9/26)	25 TL Rpt Deadline: Weekly (10/3) TL Rpt Deadline: Biweekly (10/3) Payroll Opens: Stipend (10/1)	26 Check Date: Weekly Check Date: TchFell TL Appr Deadline: Weekly (10/3) TL Appr Deadline: Biweekly (10/3) Payroll Closes: Stipend (10/1)	27
28	29	30 Check Date: Monthly Payroll Open/Close: Weekly (10/3) Payroll Open/Close: Biweekly (10/3)				

Weekly = Yellow
Biweekly = Blue
Teaching Fellows = Gold
Monthly = Green
Stipend = Lavender

All Dates/Deadlines subject to change

## October 2025 TL/Payroll Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
			Check Date: Stipend	TL Rpt Deadline: Weekly (10/10)	Check Date: Weekly Check Date: Biweekly TL Appr Deadline: Weekly (10/10)	
				Absence Reporting Deadline	Absence Approval Deadline	
5		6	7	8	9	10
		Payroll Open/Close: Weekly (10/10)	Payroll Open/Close TchFell: (10/10) TL Rpt Deadline: Weekly (10/17) TL Rpt Deadline: Biweekly (10/17)	TL Appr Deadline: Weekly (10/17) TL Appr Deadline: Biweekly (10/17)	Check Date: Weekly Check Date: TchFell	
	Absence Processing		Absence Reporting Deadline	Absence Approval Deadline	Absence Processing	
12		13	14	15	16	17
	<b>Columbus Day</b>	Payroll Open/Close: Weekly (10/17) Payroll Open/Close: Biweekly (10/17)		TL Rpt Deadline: Weekly (10/24)	Check Date: Weekly Check Date: Biweekly TL Appr Deadline: Weekly (10/24) File Deadline: Stipend	
				Absence Accrual Cycle Absence Reporting Deadline	Absence Approval Deadline	
19		20	21	22	23	24
		Payroll Open/Close: Weekly (10/24)	Payroll Open/Close TchFell: (10/24)	TL Rpt Deadline: Weekly (10/31) TL Rpt Deadline: Biweekly (10/31) Payroll Opens: Monthly (10/31)	Check Date: Weekly Check Date: TchFell TL Appr Deadline: Weekly (10/31) TL Appr Deadline: Biweekly (10/31) Payroll Closes: Monthly (10/31) Payroll Opens: Stipend (10/31)	
	Absence Processing			Absence Reporting Deadline	Absence Approval Deadline	
26		27	28	29	30	31
	Payroll Closes: Stipend (10/31)	Payroll Open/Close: Weekly (10/31) Payroll Open/Close: Biweekly (10/31)		TL Rpt Deadline: Weekly (11/7)	Check Date: Monthly Check Date: Stipend Check Date: Weekly Check Date: Biweekly TL Appr Deadline: Weekly (11/7)	
	Absence Processing			Absence Reporting Deadline	Absence Approval Deadline	

Weekly = Yellow
Biweekly = Blue
Teaching Fellows = Gold
Monthly = Green
Stipend = Lavender

Dates in Parentheses refer to the associated Check Date  
All Dates/Deadlines subject to change

## November 2025 TL/Payroll Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1						
2		3	4	5	6	7
		Payroll Open/Close: Weekly (11/7)	TL Rpt Deadline: Weekly (11/14)	TL Appr Deadline: Weekly (11/14)	Check Date: Weekly	
			TL Rpt Deadline: Biweekly (11/14)	TL Appr Deadline: Biweekly (11/14)	Check Date: TchFell	
			Payroll Open/Close TchFell: (11/7)			
	Absence Processing		Absence Reporting Deadline	Absence Approval Deadline Absence Approval Deadline	Absence Processing	
9	10	11	12	13	14	15
Payroll Open/Close: Weekly (11/14)	Payroll Open/Close: Biweekly (11/14)	<b>Veteran's Day</b>	TL Rpt Deadline: Weekly (11/21)	TL Appr Deadline: Weekly (11/21)	Check Date: Weekly	
				File Deadline: Stipend	Check Date: Biweekly	
			Absence Reporting Deadline	Absence Approval Deadline	Absence Processing	
16	17	18	19	20	21	22
Payroll Open/Close: Weekly (11/21)	Payroll Open/Close TchFell: (11/21)		Payroll Opens: Monthly (11/28)	TL Rpt Deadline: Weekly (11/28)	Check Date: Weekly	
			TL Rpt Deadline: Weekly (11/28)	TL Rpt Deadline: Biweekly (11/28)	Check Date: TchFell	
			TL Rpt Deadline: Biweekly (11/28)	Payroll Closes: Monthly (11/28)		
	Absence Accrual Cycle		Absence Reporting Deadline	Absence Approval Deadline	Absence Processing	
23	24	25	26	27	28	29
Payroll Open/Close: Weekly (11/28)	TL Rpt Deadline: Weekly (12/5)	TL Appr Deadline: Weekly (12/5)		<b>Thanksgiving</b>	<b>Day After Thanksgiving</b>	
Payroll Open/Close: Biweekly (11/28)	Payroll Closes: Stipend (12/1)				Check Date: Weekly	
Payroll Opens: Stipend (12/1)					Check Date: Biweekly	
30		Absence Reporting Deadline	Absence Approval Deadline		Check Date: Monthly	
Weekly = Yellow			Dates in Parentheses refer to the associated Check Date All Dates/Deadlines subject to change			
Biweekly = Blue						
Teaching Fellows = Gold						
Monthly = Green						
Stipend = Lavender						

## December 2025 TL/Payroll Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
	Check Date: Stipend	Payroll Open/Close: Weekly (12/5)	Payroll Open/Close: TchFell (12/5)	TL Rpt Deadline: Weekly (12/12) TL Rpt Deadline: Biweekly (12/12) File Deadline: Stipend	Check Date: Weekly Check Date: TchFell TL Appr Deadline: Weekly (12/12) TL Appr Deadline: Biweekly (12/12)	
	Absence Processing			Absence Reporting Deadline	Absence Approval Deadline	
7	8	9	10	11	12	13
		Payroll Open/Close: Weekly (12/12) Payroll Open/Close: Biweekly (12/12)	Payroll open: Monthly (12/23)	TL Rpt Deadline: Weekly (12/19) Payroll close: Monthly (12/23) Payroll Opens: Stipend (12/23)	Check Date: Weekly Check Date: BiWeekly TL Appr Deadline: Weekly (12/19) Payroll Closes: Stipend (12/23)	
	Absence Processing			Absence Reporting Deadline	Absence Approval Deadline	
14	15	16	17	18	19	20
		Payroll Open/Close: Weekly (12/19)	TL Rpt Deadline: Weekly (12/26) TL Rpt Deadline: Biweekly (12/26) Payroll Open/Close: TchFell (12/19)	TL Appr Deadline: Biweekly (12/26) TL Appr Deadline: Weekly (12/26)	Check Date: Weekly Check Date: TchFell	
	Absence Processing	Absence Accrual Cycle	Absence Reporting Deadline	Absence Approval Deadline	Absence Processing	
21	22	23	24	25	26	27
	Payroll Open/Close: Weekly (12/26) Payroll Open/Close: Biweekly (12/26)	TL Rpt Deadline: Weekly (1/2) Check Date: Monthly Check Date: Stipend	TL Appr Deadline: Weekly (1/2) <b>Christmas Eve Half Day</b>	<b>Christmas Day</b>	<b>Winter Recess</b> Check Date: Weekly Check Date: BiWeekly	
		Absence Reporting Deadline	Absence Approval Deadline		Absence Processing	
28	29	30	31	1	2	
	<b>Winter Recess</b> Payroll Open/Close: Weekly (1/2)	<b>Winter Recess</b> Payroll Open/Close: TchFell (1/2)	<b>Winter Recess</b>	<b>New Year's Day</b>	Check Date: Weekly Check Date: TchFell	
Weekly = Yellow Biweekly = Blue Teaching Fellows = Gold Monthly = Green Stipend = Lavender		Dates in Parentheses refer to the associated Check Date All Dates/Deadlines subject to change				