

2025 WTE PAYROLL DEADLINE DATES

PAY PERIOD WORK DATES	<u>EMPLOYEE</u> SUBMIT BY DATE & TIME	<u>APPROVER</u> APPROVE DATE & TIME	PAY DATE
12/16/24 to 1/15/25	1/17/25 4:30 PM	1/21/25 11:00 AM	1/31/25
1/16/25 to 2/15/25	2/18/25 4:30 PM	2/19/25 11:00 AM	2/28/25
2/16/25 to 3/15/25	3/18/25 4:30 PM	3/19/25 11:00 AM	3/31/25
3/16/25 to 4/15/25	4/17/25 4:30 PM	4/18/25 11:00 AM	4/30/25
4/16/25 to 5/15/25	5/19/25 4:30 PM	5/20/25 11:00 AM	5/30/25
5/16/25 to 6/15/25	6/17/25 4:30 PM	6/18/25 11:00 AM	6/30/25
6/16/25 to 7/15/25	7/17/25 4:30 PM	7/18/25 11:00 AM	7/31/25
7/16/25 to 8/15/25	8/19/25 4:30 PM	8/20/25 11:00 AM	8/29/25
8/16/25 to 9/15/25	9/17/25 4:30 PM	9/18/25 11:00 AM	9/30/25
9/16/25 to 10/15/25	10/17/25 4:30 PM	10/20/25 11:00 AM	10/31/25
10/16/25 to 11/15/25	11/18/25 4:30 PM	11/19/25 11:00 AM	11/26/25
11/16/25 to 12/15/25	12/16/25 12:00 (noon)	12/17/25 11:00 AM	12/31/25

Please note the following:

1. The above Employee Submit by Date allows employees two days after the 15th to complete and submit their timesheet.
2. The above Approver Approve Date allows Approvers two full days plus the morning of the third day to approve employee timesheets.
3. The above dates and times are subject to change because of holidays or unplanned events.
4. Please contact Tammy Keylon at 615-898-2186 or Tammy.Keylon@mtsu.edu if you have any questions.