

2025 Payroll Schedule – Biweekly Pay Periods

Beginning of Payroll Saturday	End of Payroll Friday	Time Sheets Due Monday before Noon	Pay Day Friday
12/07/2024	12/20/2024	12/23/2024	01/03/2025
12/21/2024	01/03/2025	01/06/2025	01/17/2025
01/04/2025	01/17/2025	01/20/2025	01/31/2025
01/18/2025	01/31/2025	02/03/2025	02/14/2025
02/01/2025	02/14/2025	02/17/2025	02/28/2025
02/15/2025	02/28/2025	03/03/2025	03/14/2025
03/01/2025	03/14/2025	03/17/2025	03/28/2025
03/15/2025	03/28/2025	03/31/2025	04/11/2025
03/29/2025	04/11/2025	04/14/2025	04/25/2025
04/12/2025	04/25/2025	04/28/2025	05/09/2025
04/26/2025	05/09/2025	05/12/2025	05/23/2025
05/10/2025	05/23/2025	05/26/2025	06/06/2025
05/24/2025	06/06/2025	06/09/2025	06/20/2025
06/07/2025	06/20/2025	06/23/2025	07/04/2025
06/21/2025	07/04/2025	07/07/2025	07/18/2025
07/05/2025	07/18/2025	07/21/2025	08/01/2025
07/19/2025	08/01/2025	08/04/2025	08/15/2025
08/02/2025	08/15/2025	08/18/2025	08/29/2025
08/16/2025	08/29/2025	09/01/2025	09/12/2025
08/30/2025	09/12/2025	09/15/2025	09/26/2025
09/13/2025	09/26/2025	09/29/2025	10/10/2025
09/27/2025	10/10/2025	10/13/2025	10/24/2025
10/11/2025	10/24/2025	10/27/2025	11/07/2025
10/25/2025	11/07/2025	11/10/2025	11/21/2025
11/08/2025	11/21/2025	11/24/2025	12/05/2025
11/22/2025	12/05/2025	12/08/2025	12/19/2025
12/06/2025	12/19/2025	12/22/2025	01/02/2026
12/20/2025	01/02/2026	01/05/2026	01/16/2026

***Please see back of Payroll Schedule for the time sheet policy.**

How to Submit Employee Time Sheets

Pay periods are every two weeks and begin on Saturday and end on Friday. Time sheets are due on the Mondays noted on the front page by 12pm (noon) to guarantee they will be processed in the current pay period (even if the office is closed due to a holiday). If your time sheets are received late, they will be held and not processed until the following pay period – no exceptions. You can turn in your time sheets any time after the last shift you worked. **Do not wait until the last minute to submit your time sheets.**

Submit time sheets by:

- **Integra ETC App** – App time sheets automatically submit at the end of the pay period after both the PCA/HM and the Client/RP sign them in the app. **App time sheet users must still adhere to the same due date/time as paper time sheets.**

***It is the responsibility of the Integra employee to submit time sheets by the Monday due date and time. Please allow extra time for transmission delays when using the App.**