

UP Payroll Schedule 2025 – Hourly Semi-Monthly Staff Pay Dates

Pay Group	Pay Period Begin	Pay Period End	Timesheet Due (3:00 PM)	Approval Due (10:00 AM)	Check Date
S1-1	12/16/2024	12/31/2024	12/19/2024	12/20/2024	1/3/2025
S1-2	1/1/2025	1/15/2025	1/13/2025	1/14/2025	1/17/2025
S1-3	1/16/2025	1/31/2025	1/30/2025	1/31/2025	2/5/2025
S1-4	2/1/2025	2/15/2025	2/13/2025	2/14/2025	2/20/2025
S1-5	2/16/2025	2/28/2025	2/27/2025	2/28/2025	3/5/2025
S1-6	3/1/2025	3/15/2025	3/14/2025	3/17/2025	3/20/2024
S1-7	3/16/2025	3/31/2025	3/31/2025	4/1/2025	4/4/2025
S1-8	4/1/2025	4/15/2025	4/15/2025	4/16/2025	4/17/2025
S1-9	4/16/2025	4/30/2025	4/29/2025	4/30/2025	5/5/2025
S1-10	5/1/2025	5/15/2025	5/14/2025	5/15/2025	5/25/2025
S1-11	5/16/2025	5/31/2025	5/30/2025	6/2/2025	6/5/2025
S1-12	6/1/2025	6/15/2025	6/13/2025	6/16/2025	6/25/2025
S1-13	6/16/2025	6/30/2025	6/27/2025	6/30/2025	7/3/2025
S1-14	7/1/2025	7/15/2025	7/14/2025	7/15/2025	7/18/2025
S1-15	7/16/2025	7/31/2025	7/30/2025	7/31/2025	8/5/2025
S1-16	8/1/2025	8/15/2025	8/14/2025	8/15/2025	8/20/2025
S1-17	8/16/2025	8/31/2025	8/29/2025	9/2/2025	9/5/2025
S1-18	9/1/2025	9/15/2025	9/15/2025	9/16/2025	9/19/2025
S1-19	9/16/2025	9/30/2025	9/29/2025	9/30/2025	10/3/2025
S1-20	10/1/2025	10/15/2025	10/14/2025	10/15/2025	10/20/2025
S1-21	10/16/2025	10/31/2025	10/30/2025	10/31/2025	11/5/2025
S1-22	11/1/2025	11/15/2025	11/14/2025	11/17/2025	11/20/2025
S1-23	11/16/2025	11/30/2025	12/1/2025	12/2/2025	12/5/2025
S1-24	12/1/2025	12/15/2025	12/15/2025	12/16/2025	12/19/2025