

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 | 2/14/2025 | 2/17/2025 | 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 | 5/20/2025 |
| 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 | 6/20/2025 |
| 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 |