

**GRAMBLING STATE UNIVERSITY  
2025 BIWEEKLY PAYROLL SCHEDULE**

**Web Timesheet Due Dates are Tentative**

PAYROLL ID	PAYROLL NUMBER	PAY PERIOD		PAF Deadline to Payroll	WEB	PAYDATE	Notes
		START DATE	ENDING DATE		TIMESHEET DUE DATE		
BIWEEKLY	1	12/21/2024	1/3/2025	12/19/2024	1/6/2025	1/10/2025	
BIWEEKLY	2	1/4/2025	1/17/2025	1/15/2025	1/21/2025	1/24/2025	
BIWEEKLY	3	1/18/2025	1/31/2025	1/29/2025	2/3/2025	2/7/2025	
BIWEEKLY	4	2/1/2025	2/14/2025	2/12/2025	2/17/2025	2/21/2025	
BIWEEKLY	5	2/15/2025	2/28/2025	2/26/2025	2/26/2025	3/7/2025	Due by Noon for submission and approval due to Mardi Gras
BIWEEKLY	6	3/1/2025	3/14/2025	3/12/2025	3/17/2025	3/21/2025	
BIWEEKLY	7	3/15/2025	3/28/2025	3/26/2025	3/31/2025	4/4/2025	
BIWEEKLY	8	3/29/2025	4/11/2025	4/9/2025	4/14/2025	4/17/2025	
BIWEEKLY	9	4/12/2025	4/25/2025	4/23/2025	4/28/2025	5/2/2025	
BIWEEKLY	10	4/26/2025	5/9/2025	5/7/2025	5/12/2025	5/16/2025	
BIWEEKLY	11	5/10/2025	5/23/2025	5/21/2025	5/27/2025	5/30/2025	
BIWEEKLY	12	5/24/2025	6/6/2025	6/4/2025	6/9/2025	6/13/2025	
BIWEEKLY	13	6/7/2025	6/20/2025	6/18/2025	6/23/2025	6/27/2025	
BIWEEKLY	14	6/21/2025	7/4/2025	7/2/2025	7/7/2025	7/11/2025	
BIWEEKLY	15	7/5/2025	7/18/2025	7/16/2025	7/21/2025	7/25/2025	
BIWEEKLY	16	7/19/2025	8/1/2025	7/30/2025	8/4/2025	8/8/2025	
BIWEEKLY	17	8/2/2025	8/15/2025	8/13/2025	8/18/2025	8/22/2025	
BIWEEKLY	18	8/16/2025	8/29/2025	8/27/2025	9/2/2025	9/5/2025	
BIWEEKLY	19	8/30/2025	9/12/2025	9/10/2025	9/15/2025	9/19/2025	
BIWEEKLY	20	9/13/2025	9/26/2025	9/24/2025	9/29/2025	10/3/2025	
BIWEEKLY	21	9/27/2025	10/10/2025	10/8/2025	10/13/2025	10/17/2025	
BIWEEKLY	22	10/11/2025	10/24/2025	10/22/2025	10/27/2025	10/31/2025	
BIWEEKLY	23	10/25/2025	11/7/2025	11/5/2025	11/10/2025	11/14/2025	
BIWEEKLY	24	11/8/2025	11/21/2025	11/19/2025	11/19/2025	11/25/2025	Due by Noon for submission and approval due to Thanksgiving
BIWEEKLY	25	11/22/2025	12/5/2025	12/3/2025	12/8/2025	12/12/2025	Due by Noon for submission and approval due to Winter break
BIWEEKLY	26	12/6/2025	12/19/2025	12/3/2025	12/8/2025	12/26/2025	Due by Noon for submission and approval due to Winter break

\*\*\*PAFs must be sent to Payroll by Payroll PAF Deadline\*\*\*

\*\*\*Timesheets must be submitted by Noon on the Web Timesheet Due Date\*\*\*

\*\*\*Supervisors must approve timesheets by 5pm on the Web Timesheet Due Date\*\*\*

\*\*\*All Leave from Duty Forms and Deductions must be submitted by 5pm on the Web Timesheet Due Date\*\*\*

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**GRAMBLING STATE UNIVERSITY  
2025 STUDENT PAYROLL SCHEDULE**

**Web Timesheet Due Dates are Tentative**

		PAY PERIOD					
PAYROLL ID	PAYROLL NUMBER	START DATE	ENDING DATE	PAF Deadline to Payroll	WEB TIMESHEET DUE DATE	PAYDATE	Notes
STUDENT	1	12/14/2024	12/27/2024	12/18/2024	12/18/2024	1/3/2025	<i>Due by Noon for submission and approval due to Winter break</i>
STUDENT	2	12/28/2024	1/10/2025	1/8/2025	1/13/2025	1/17/2025	
STUDENT	3	1/11/2025	1/24/2025	1/22/2025	1/27/2025	1/31/2025	
STUDENT	4	1/25/2025	2/7/2025	2/5/2025	2/10/2025	2/14/2025	
STUDENT	5	2/8/2025	2/21/2025	2/19/2025	2/24/2025	2/28/2025	
STUDENT	6	2/22/2025	3/7/2025	3/6/2025	3/10/2025	3/14/2025	
STUDENT	7	3/8/2025	3/21/2025	3/19/2025	3/24/2025	3/28/2025	
STUDENT	8	3/22/2025	4/4/2025	4/2/2025	4/7/2025	4/11/2025	
STUDENT	9	4/5/2025	4/18/2025	4/16/2025	4/22/2025	4/25/2025	
STUDENT	10	4/19/2025	5/2/2025	4/30/2025	5/5/2025	5/9/2025	
STUDENT	11	5/3/2025	5/16/2025	5/14/2025	5/19/2025	5/23/2025	
STUDENT	12	5/17/2025	5/30/2025	5/28/2025	6/2/2025	6/6/2025	
STUDENT	13	5/31/2025	6/13/2025	6/11/2025	6/16/2025	6/20/2025	
STUDENT	14	6/14/2025	6/27/2025	6/25/2025	6/30/2025	7/3/2025	
STUDENT	15	6/28/2025	7/11/2025	7/9/2025	7/14/2025	7/18/2025	
STUDENT	16	7/12/2025	7/25/2025	7/23/2025	7/28/2025	8/1/2025	
STUDENT	17	7/26/2025	8/8/2025	8/6/2025	8/11/2025	8/15/2025	
STUDENT	18	8/9/2025	8/22/2025	8/20/2025	8/25/2025	8/29/2025	
STUDENT	19	8/23/2025	9/5/2025	9/3/2025	9/8/2025	9/12/2025	
STUDENT	20	9/6/2025	9/19/2025	9/17/2025	9/22/2025	9/26/2025	
STUDENT	21	9/20/2025	10/3/2025	10/1/2025	10/6/2025	10/10/2025	
STUDENT	22	10/4/2025	10/17/2025	10/15/2025	10/20/2025	10/24/2025	
STUDENT	23	10/18/2025	10/31/2025	10/29/2025	11/3/2025	11/7/2025	
STUDENT	24	11/1/2025	11/14/2025	11/12/2025	11/17/2025	11/21/2025	
STUDENT	25	11/15/2025	11/28/2025	11/25/2025	12/1/2025	12/5/2025	
STUDENT	26	11/29/2025	12/12/2025	12/10/2025	12/15/2025	12/19/2025	

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**GRAMBLING STATE UNIVERSITY  
2025 MONTHLY PAYROLL SCHEDULE**

**Web Timesheet Due Dates are Tentative**

PAYROLL ID	PAYROLL NUMBER	PAY PERIOD		PAF Deadline to Payroll	WEB TIMESHEET DUE DATE	PAYDATE	Notes
		START DATE	ENDING DATE				
MONTHLY	1	1/1/2025	1/31/2025	1/14/2025	1/16/2025	1/31/2025	
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MONTHLY	10	10/1/2025	10/31/2025	10/20/2025	10/22/2025	10/31/2025	
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MONTHLY	12	12/1/2025	12/31/2025	12/1/2025	12/1/2025	12/19/2025	<i>Due by Noon for submission and approval due to Winter break</i>

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BIWEEKLY	11	5/10/2025	5/23/2025	5/21/2025	5/27/2025	5/30/2025	
STUDENT	12	5/17/2025	5/30/2025	5/28/2025	6/2/2025	6/6/2025	

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MONTHLY	6	6/1/2025	6/30/2025	6/16/2025	6/18/2025	6/30/2025	
BIWEEKLY	13	6/7/2025	6/20/2025	6/18/2025	6/23/2025	6/27/2025	

STUDENT	14	6/14/2025	6/27/2025	6/25/2025	6/30/2025	7/3/2025	
BIWEEKLY	14	6/21/2025	7/4/2025	7/2/2025	7/7/2025	7/11/2025	
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University  
Holidays 2025

Holiday Schedule	Closure Dates	
	Leave Charged	No Leave Charged
New Year's Day	January 2 & January 3	January 1
Martin Luther King Day		20-Jan
Mardi Gras	March 3 & March 5	4-Mar
Easter	18-Apr	21-Apr
Memorial Day		26-May
Juneteenth		19-Jun
Independence Day		4-Jul
Labor Day		1-Sep
Thanksgiving	November 28	November 26 & 27
Winter Break	December 22, 23, 29 & 30	December 24, 25 & 26
New Year's Eve		31-Dec