



DIVISION OF ADMINISTRATION & FINANCE

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CONTRACTUAL PAY SCHEDULE

FISCAL YEAR 2025

Payroll #	Start Date	Pay Period Ending	Bi-Weekly Pay Date	Time Entry System	Due Date for Time/Absence Entry	Due Date for Time/Absence Approval
01	06-19-2024	07/2/2024 *	07-10-2024	PeopleSoft	7/1/2024 by 10:00am	07/01/24 by 12:00pm
02	07-03-2024	07-16-2024	07-24-2024	Workday	10:00am on PPE Date	12:00pm on PPE Date
03	07-17-2024	07-30-2024	08-07-2024	Workday	10:00am on PPE Date	12:00pm on PPE Date
04	07-31-2024	08-13-2024	08-21-2024	Workday	10:00am on PPE Date	12:00pm on PPE Date
05	08-14-2024	8/27/2024 *	09-04-2024	Workday	08/26/24 by 10:00am	08/26/24 by 12:00pm
06	08-28-2024	09-10-2024	09-18-2024	Workday	10:00am on PPE Date	12:00pm on PPE Date
07	09-11-2024	09-24-2024	10-02-2024	Workday	10:00am on PPE Date	12:00pm on PPE Date
08	09-25-2024	10/8/2024 *	10-16-2024	Workday	10/07/24 by 10:00am	10/07/24 by 12:00pm
09	10-09-2024	10-22-2024	10-30-2024	Workday	10:00am on PPE Date	12:00pm on PPE Date
10	10-23-2024	11/5/2024 *	11-13-2024	Workday	11/04/24 by 10:00 am	11/04/24 by 12:00pm
11	11-06-2024	11-19-2024	11-27-2024	Workday	10:00am on PPE Date	12:00pm on PPE Date
12	11-20-2024	12-03-2024	12-11-2024	Workday	10:00am on PPE Date	12:00pm on PPE Date
13	12-04-2024	12/17/2024 *	12-24-2024 **	Workday	12/16/24 by 10:00am	12/16/24 by 12:00pm
14	12-18-2024	12-31-2024	01-08-2025	Workday	10:00am on PPE Date	12:00pm on PPE Date
15	01-01-2025	1/14/2025 *	01-22-2025	Workday	1/13/25 by 10:00am	01/13/25 by 12:00pm
16	01-15-2025	01-28-2025	02-05-2025	Workday	10:00am on PPE Date	12:00pm on PPE Date
17	01-29-2025	2/11/2025 *	02-19-2025	Workday	02/10/25 by 10:00am	02/10/25 by 12:00pm
18	02-12-2025	02-25-2025	03-05-2025	Workday	10:00am on PPE Date	12:00pm on PPE Date
19	02-26-2025	03-11-2025	03-19-2025	Workday	10:00am on PPE Date	12:00pm on PPE Date
20	03-12-2025	03-25-2025	04-02-2025	Workday	10:00am on PPE Date	12:00pm on PPE Date
21	03-26-2025	04-08-2025	04-16-2025	Workday	10:00am on PPE Date	12:00pm on PPE Date
22	04-09-2025	04-22-2025	04-30-2025	Workday	10:00am on PPE Date	12:00pm on PPE Date
23	04-23-2025	05-06-2025	05-14-2025	Workday	10:00am on PPE Date	12:00pm on PPE Date
24	05-07-2025	5/20/2025 *	05-28-2025	Workday	05/20/25 by 10:00am	05/20/25 by 12:00pm
25	05-21-2025	06-03-2025	06-11-2025	Workday	10:00am on PPE Date	12:00pm on PPE Date
26	06-04-2025	6/17/2025 *	06-25-2025	Workday	06/17/25 by 10:00am	06/17/25 by 12:00pm

Employees must submit their web time/absence entries in Workday by 10:00 am on the Pay Period End Date.

Approvers must approve all time/absence by 12:00 pm on the Pay Period Ending Date.

If timecards are not approved by 12:00 pm on PPE, payment may be delayed.

****Timecards are due one day early due to the Holiday***

*****Check date advance due to Holiday***