



OFFICE OF THE CONTROLLER

Thurgood Marshall Library  
 14000 Jericho Park Rd, Bowie, MD 20715  
 P 301-860-3475  
 F 301-860-3487

**REGULAR PAY SCHEDULE**  
**FISCAL YEAR 2025**

Pay #	Pay Period Start Date	Pay Period End Date	Pay Date	Time Entry	Due Date for Time/Absence Entry	Due Date for Time/Absence Approval
1	6/12/2024	6/25/2024	7/3/2024	PeopleSoft	11:00am 06/25/24	1:00pm 06/25/24
2	6/26/2024	7/9/2024	7/17/2024	Workday	10:00am on PPE Date	12:00pm on PPE Date
3	7/10/2024	7/23/2024	7/31/2024	Workday	10:00am on PPE Date	12:00pm on PPE Date
4	7/24/2024	8/6/2024	8/14/2024	Workday	10:00am on PPE Date	12:00pm on PPE Date
5	8/7/2024	8/20/2024	8/28/2024	Workday	10:00am on PPE Date	12:00pm on PPE Date
6	8/21/2024	9/3/2024	9/11/2024	Workday	10:00am on PPE Date	12:00pm on PPE Date
7	9/4/2024	9/17/2024	9/25/2024	Workday	10:00am on PPE Date	12:00pm on PPE Date
8	9/18/2024	10/1/2024	10/9/2024	Workday	10:00am on PPE Date	12:00pm on PPE Date
9	10/2/2024	10/15/2024	10/23/2024	Workday	10:00am on PPE Date	12:00pm on PPE Date
10	10/16/2024	<b>10/29/2024 #</b>	11/6/2024	Workday	10:00am on PPE Date	12:00pm on PPE Date
11	10/30/2024	11/12/2024	11/20/2024	Workday	10:00am on PPE Date	12:00pm on PPE Date
12	<b>11/13/2024</b>	<b>11/26/2024 *</b>	12/4/2024	Workday	<b>11/24/24 by 10:00am</b>	<b>11/24/24 by 12:00pm</b>
13	11/27/2024	12/10/2024	12/18/2024	Workday	10:00am on PPE Date	12:00pm on PPE Date
14	12/11/2024	12/24/2024	<b>12/31/24 **</b>	Workday	10:00am on PPE Date	12:00pm on PPE Date
15	12/25/2024	1/7/2025	1/15/2025	Workday	10:00am on PPE Date	12:00pm on PPE Date
16	1/8/2025	1/21/2025	1/29/2025	Workday	10:00am on PPE Date	12:00pm on PPE Date
17	1/22/2025	2/4/2025	2/12/2025	Workday	10:00am on PPE Date	12:00pm on PPE Date
18	2/5/2025	2/18/2025	2/26/2025	Workday	10:00am on PPE Date	12:00pm on PPE Date
19	2/19/2025	3/4/2025	3/12/2025	Workday	10:00am on PPE Date	12:00pm on PPE Date
20	3/5/2025	3/18/2025	3/26/2025	Workday	10:00am on PPE Date	12:00pm on PPE Date
21	3/19/2025	4/1/2025	4/9/2025	Workday	10:00am on PPE Date	12:00pm on PPE Date
22	4/2/2025	4/15/2025	4/23/2025	Workday	10:00am on PPE Date	12:00pm on PPE Date
23	4/16/2025	<b>4/29/2025 #</b>	5/7/2025	Workday	10:00am on PPE Date	12:00pm on PPE Date
24	4/30/2025	5/13/2025	5/21/2025	Workday	10:00am on PPE Date	12:00pm on PPE Date
25	5/14/2025	5/27/2025	6/4/2025	Workday	10:00am on PPE Date	12:00pm on PPE Date
26	5/28/2025	6/10/2025	6/18/2025	Workday	10:00am on PPE Date	12:00pm on PPE Date

**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 on PPE, payment may be delayed.**

*\*Timecards are due one day early due to the Holiday*  
*\*\*Check date advance due to Holiday*  
**# Health Deductions are not taken for Biweekly Employees**