

On time Pay							Late Pay		
2025									
Biweekly Pay Calendar	Period Start Date	Period End Date	Pay Date / Accounting date	EE Open Time Entry	EE Deadline for Time Entry	Approver end Date	Open for Late Pay	Close for Late Pay	Approver end Date
BW1	8-Dec	21-Dec	3-Jan	8-Dec	17-Dec	18-Dec	20-Dec	22-Jan	23-Jan
BW2	22-Dec	4-Jan	17-Jan	22-Dec	9-Jan	10-Jan	15-Jan	5-Feb	6-Feb
BW3	5-Jan	18-Jan	31-Jan	5-Jan	22-Jan	23-Jan	28-Jan	19-Feb	20-Feb
BW4	19-Jan	1-Feb	14-Feb	19-Jan	5-Feb	6-Feb	11-Feb	5-Mar	6-Mar
BW5	2-Feb	15-Feb	28-Feb	2-Feb	19-Feb	20-Feb	25-Feb	20-Mar	21-Mar
BW6	16-Feb	1-Mar	14-Mar	16-Feb	5-Mar	6-Mar	11-Mar	3-Apr	4-Apr
BW7	2-Mar	15-Mar	28-Mar	2-Mar	20-Mar	21-Mar	26-Mar	15-Apr	16-Apr
BW8	16-Mar	29-Mar	11-Apr	16-Mar	3-Apr	4-Apr	9-Apr	1-May	2-May
BW9	30-Mar	12-Apr	25-Apr	30-Mar	15-Apr	16-Apr	23-Apr	14-May	15-May
BW10	13-Apr	26-Apr	9-May	13-Apr	1-May	2-May	7-May	29-May	30-May
BW11	27-Apr	10-May	23-May	27-Apr	14-May	15-May	21-May	12-Jun	13-Jun
BW12	11-May	24-May	6-Jun	11-May	29-May	30-May	4-Jun	25-Jun	26-Jun
BW13	25-May	7-Jun	20-Jun	25-May	12-Jun	13-Jun	18-Jun	10-Jul	11-Jul
BW14	8-Jun	21-Jun	4-Jul	8-Jun	25-Jun	26-Jun	1-Jul	24-Jul	25-Jul
BW15	22-Jun	5-Jul	18-Jul	22-Jun	10-Jul	11-Jul	16-Jul	6-Aug	7-Aug
BW16	6-Jul	19-Jul	1-Aug	6-Jul	24-Jul	25-Jul	30-Jul	20-Aug	21-Aug
BW17	20-Jul	2-Aug	15-Aug	20-Jul	6-Aug	7-Aug	12-Aug	4-Sep	5-Sep
BW18	3-Aug	16-Aug	29-Aug	3-Aug	20-Aug	21-Aug	26-Aug	18-Sep	19-Sep
BW19	17-Aug	30-Aug	12-Sep	17-Aug	4-Sep	5-Sep	10-Sep	2-Oct	3-Oct
BW20	31-Aug	13-Sep	26-Sep	31-Aug	18-Sep	19-Sep	24-Sep	16-Oct	17-Oct
BW21	14-Sep	27-Sep	10-Oct	14-Sep	2-Oct	3-Oct	8-Oct	30-Oct	31-Oct
BW22	28-Sep	11-Oct	24-Oct	28-Sep	16-Oct	17-Oct	22-Oct	13-Nov	14-Nov
BW23	12-Oct	25-Oct	7-Nov	12-Oct	30-Oct	31-Oct	5-Nov	27-Nov	28-Nov
BW24	26-Oct	8-Nov	21-Nov	26-Oct	13-Nov	14-Nov	19-Nov	11-Dec	12-Dec
BW25	9-Nov	22-Nov	5-Dec	9-Nov	27-Nov	28-Nov	3-Dec	15-Dec	16-Dec
BW26	23-Nov	6-Dec	19-Dec	23-Nov	11-Dec	12-Dec	17-Dec	7-Jan-2026	8-Jan-2026
BW01 2026	7-Dec	20-Dec	2-Jan	7-Dec	15-Dec	16-Dec	19-Dec	22-Jan-2026	23-Jan-2026

**\*\*NOTE:** - New information entered in WD between the Approver end Date and Pay Run Date inclusively (column G), may not be pulled into the current pay.  
- The BW 3, 4, 5, 6, 17 and 18, we will be processing the pays 1 day earlier because they would have been process at the