

2025 Bi Weekly Payroll Period & Pay Dates-Time Entry Deadlines. Time must be entered in My Antioch and submitted for approval before the Employee Deadline.

Pay Period Start Date	Pay Period End Date	PayDate Date	Employee Deadline: 3:00 PM(EST) 12:00 PM (PT)	Supervisor Deadline: 3:00 PM (EST) 12:00 PM (PT)
12/23/2024	1/5/2025	1/10/2025	01/06/2025	01/07/2025
1/6/2025	1/19/2025	1/24/2025	01/20/2025	01/21/2025
1/20/2025	2/2/2025	2/7/2025	2/3/2025	2/4/2025
2/3/2025	2/16/2025	2/21/2025	2/17/2025	2/18/2025
2/17/2025	3/2/2025	3/7/2025	3/3/2025	3/4/2025
3/3/2025	3/16/2025	3/21/2025	3/17/2025	3/18/2025
3/17/2025	3/30/2025	4/4/2025	3/31/2025	4/1/2025
3/31/2025	4/13/2025	4/18/2025	4/14/2025	4/15/2025
4/14/2025	4/27/2025	5/2/2025	4/28/2025	4/29/2025
4/28/2025	5/11/2025	5/16/2025	5/12/2025	5/13/2025
5/12/2025	5/25/2025	5/30/2025	5/26/2025	5/27/2025
5/26/2025	6/8/2025	6/13/2025	6/9/2025	6/10/2025
6/9/2025	6/22/2025	6/27/2025	6/23/2025	6/24/2025
6/23/2025	7/6/2025	7/11/2025	7/7/2025	7/8/2025
7/7/2025	7/20/2025	7/25/2025	7/21/2025	7/22/2025
7/21/2025	8/3/2025	8/8/2025	8/4/2025	8/5/2025
8/4/2025	8/17/2025	8/22/2025	8/18/2025	8/19/2025
8/18/2025	8/31/2025	9/5/2025	9/1/2025	9/2/2025
9/1/2025	9/14/2025	9/19/2025	9/15/2025	9/16/2025
9/15/2025	9/28/2025	10/3/2025	9/29/2025	9/30/2025
9/29/2025	10/12/2025	10/17/2025	10/13/2025	10/14/2025
10/13/2025	10/26/2025	10/31/2025	10/27/2025	10/28/2025
10/27/2025	11/9/2025	11/14/2025	11/10/2025	11/11/2025
11/10/2025	11/23/2025	11/28/2025	11/24/2025	11/25/2025
11/24/2025	12/7/2025	12/12/2025	12/8/2025	12/9/2025
12/8/2025	12/21/2025	12/26/2025	12/22/2025	12/23/2025

Webtime entry in My Antioch is REQUIRED for all BW/Hourly employees. Employees are required to enter their time daily and submit their web-time entry to their supervisor by their cut-off date/time. Employees must not be entering hours before they not yet worked. **MISSED TIME** not entered through MY ANTIOCH during a pay period **must submit on manual timecard.** Please contact your campus Human Resource contact if you have any questions.

Supervisors /Alternate supervisor should approve all web-time entry hours only after the employee submit their time for approval, or after the employee cut-off date/time. Time must be approved before the Supervisor cut-off time.

*Certain Holidays will affect web-time entry dates/times. **Student & Supervisor approval date may change due to holiday schedule.** More information will be sent out prior to those selected holidays.