

**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	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.

**USA Federal Holidays for Year 2025**

New Year's Day	January 1, 2025
Martin Luther King	January 20, 2025
Presidents Day	February 17, 2025
Memorial Day	May 26, 2025
Juneteenth	June 19, 2025
Independence Day	July 4, 2025
Labor Day	September 1, 2025
Veterans Day	November 11, 2025
Thanksgiving	November 27-28, 2025
Winter Break	December 24-31, 2025