

2025 Deadlines for Payroll Processing

** Dates paperwork is to be received by payroll to be included for payment on the pay date.*

Pay Period	Pay Date	Deadline for paperwork	Comments
14	02-Jan-25	13-Dec-24	
15	16-Jan-25	08-Jan-25	
16	30-Jan-25	21-Jan-25	Early Pay Close Due to the Public Holiday -27 th January
17	13-Feb-25	5-Feb-25	
18	27-Feb-25	19-Feb-25	
19	13-Mar-25	5-Mar-25	
20	27-Mar-25	19-Mar-25	
21	10-Apr-25	2-Apr-25	
22	24-Apr-25	14-Apr-25	Early Pay Close Due to the Public Holiday -18 th and 21 st April
23	08-May-25	30-Apr-25	
24	22-May-25	14-May-25	
25	05-Jun-25	27-May-25	Early Pay Close Due to the Public Holiday -2 nd June
26	19-Jun-25	11-Jun-25	
1	03-Jul-25	25-Jun-25	
2	17-Jul-25	9-Jul-25	
3	31-Jul-25	23-Jul-25	
4	14-Aug-25	6-Aug-25	
5	28-Aug-25	20-Aug-25	
6	11-Sep-25	3-Sep-25	
7	25-Sep-25	17-Sep-25	
8	09-Oct-25	1-Oct-25	
9	23-Oct-25	15-Oct-25	
10	06-Nov-25	29-Oct-25	
11	20-Nov-25	12-Nov-25	
12	04-Dec-25	21-Nov-25	Accelerated Pay Close Due to the Limited-Services Period
13	18-Dec-25	3-Dec-25	
14	01-Jan-26	12-Dec-25	