



## ACADEMIC PERSONNEL DEADLINES

*Deadlines to Submit Academic Employee Job Actions to APO*

**BI-WEEKLY**

**2025**

Forms submitted to APO after these deadlines cannot be guaranteed for payment until the following payday.

<b>APO Deadline (by 5 PM)</b>	<b>Date(s) Work Completed</b>	<b>Pay Date</b>
<b>Wednesday, November 20, 2024</b>	12/8/24 - 12/21/24	Thu 01-02-25
<b>Friday, December 6, 2024</b>	12/22/24 - 1/4/25	Wed 01-15-25
<b>Monday, December 16, 2024</b>	1/5/25 - 1/18/25	Wed 01-29-25
<b>Friday, January 3, 2025</b>	1/19/25 - 2/1/25	Wed 02-12-25
<b>Thursday, January 16, 2025</b>	2/2/25 - 2/15/25	Wed 02-26-25
<b>Friday, January 31, 2025</b>	2/16/25 - 3/1/25	Wed 03-12-25
<b>Wednesday, February 12, 2025</b>	3/2/25 - 3/15/25	Wed 03-26-25
<b>Friday, February 28, 2025</b>	3/16/25 - 3/29/25	Wed 04-09-25
<b>Tuesday, March 11, 2025</b>	3/30/25 - 4/12/25	Wed 04-23-25
<b>Friday, March 28, 2025</b>	4/13/25 - 4/26/25	Wed 05-07-25
<b>Friday, April 11, 2025</b>	4/27/25 - 5/10/25	Wed 05-21-25
<b>Friday, April 25, 2025</b>	5/11/25 - 5/24/25	Wed 06-04-25
<b>Friday, May 9, 2025</b>	5/25/25 - 6/7/25	Wed 06-18-24
<b>Thursday, May 22, 2025</b>	6/8/25 - 6/21/25	Wed 07-02-25
<b>Thursday, June 5, 2025</b>	6/22/25 - 7/5/25	Wed 07-16-25
<b>Thursday, June 19, 2025</b>	7/6/25 - 7/19/25	Wed 7-30-25
<b>Friday, July 4, 2025</b>	7/20/25 - 8/2/25	Wed 8-13-25
<b>Friday, July 18, 2025</b>	8/3/25 - 8/16/25	Wed 08-27-25
<b>Friday, August 1, 2025</b>	8/17/25 - 8/30/25	Wed 9-10-25
<b>Friday, August 15, 2025</b>	8/31/25 - 9/13/25	Wed 09-24-25
<b>Thursday, August 28, 2025</b>	9/14/25 - 9/27/25	Wed 10-08-25
<b>Friday, September 12, 2025</b>	9/28/25 - 10/11/25	Wed 10-22-25
<b>Friday, September 26, 2025</b>	10/12/25 - 10/25/25	Wed 11-05-25
<b>Friday, October 10, 2025</b>	10/26/25 - 11/8/25	Wed 11-19-25
<b>Friday, October 24, 2025</b>	11/9/25 - 11/22/25	Wed 12-03-25
<b>Thursday, November 6, 2025</b>	11/23/25 - 12/6/25	Wed 12-17-25
<b>Friday, November 21, 2025</b>	12/7/25 - 12/20/25	Tue 12-30-25