



ACADEMIC PERSONNEL DEADLINES

Deadlines to Submit Academic Employee Job Actions to APO

MONTHLY EMPLOYEES

2025

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

Monthly deadlines occur in the month prior to the month the work is completed (e.g.-work completed in February is due on January 14th and will be paid on February 28th).

APO Deadline (at 5 PM)	Month Work was Completed	Pay Date
Thursday, December 12, 2024	January 2025 (Spring 2025)	Friday, January 31 st
Tuesday, January 14, 2025	February 2025	Friday, February 28 th
Tuesday, February 11, 2025	March 2025	Tuesday, April 1 st
Thursday, March 13, 2025	April 2025	Thursday, May 1 st
Monday, April 14, 2025	May 2025 (Summer A & D)	Friday, May 30 th
Wednesday, May 14, 2025	June 2025 (Summer B)	Tuesday, July 1 st
Tuesday, June 10, 2025	July 2025 (Summer C)	Friday, August 1 st
Tuesday, July 15, 2025	August 2025 (Fall 2025)	Friday, August 29 th
Thursday, August 14, 2025	September 2025	Wednesday, October 1 st
Friday, September 12, 2025	October 2025	Friday, October 31 st
Wednesday, October 15, 2025	November 2025	Monday, December 1 st
Wednesday, November 12, 2025	December 2025	Friday, January 2 nd