



**2025 Semi-monthly Payroll Schedule
(TM)**

(payroll for all non-exempt, faculty and staff)

Payroll Run	Pay Date	Period Begin	Period end	Deadline for all documents in HR @ 5:00p.m.	Timecard Deadline 10:00p.m.	Timecard Approval Deadline 10:00p.m.
1	01/02/25	12/16/24	12/31/24	11/15/24	12/18/24	12/19/24
2	01/15/25	01/01/25	01/15/25	11/30/24	01/07/25	01/08/25
3	02/03/25	01/15/25	01/31/25	12/16/24	01/23/25	01/24/25
4	02/17/25	02/01/25	02/15/25	12/22/24	02/10/25	02/11/25
5	03/03/25	02/16/25	02/28/25	01/13/25	02/21/25	02/24/25
6	03/17/25	03/01/25	03/15/25	01/31/25	03/07/25	03/10/25
7	04/01/25	03/16/25	03/31/25	02/17/25	03/24/25	03/25/25
8	04/15/25	04/01/25	04/15/25	02/28/25	04/07/25	04/08/25
9	05/01/25	04/16/25	04/30/25	03/17/25	04/22/25	04/23/25
10	05/15/25	05/01/25	05/15/25	03/28/25	05/07/25	05/08/25
11	06/02/25	05/16/25	05/31/25	04/14/25	05/22/25	05/23/25
12	06/16/25	06/01/25	06/15/25	04/26/25	06/06/25	06/09/25
13	07/01/25	06/16/25	06/30/25	05/15/25	06/23/25	06/24/25
14	07/15/25	07/01/25	07/15/25	05/30/25	07/07/25	07/08/25
15	08/01/25	07/16/25	07/31/25	06/14/25	07/24/25	07/25/25
16	08/15/25	08/01/25	08/15/25	06/27/25	08/07/25	08/08/25
17	09/01/25	08/16/25	08/31/25	07/14/25	08/22/25	08/25/25
18	09/15/25	09/01/25	09/15/25	07/31/25	09/05/25	09/08/25
19	10/01/25	09/16/25	09/30/25	08/15/25	09/22/25	09/23/25
20	10/15/25	10/01/25	10/15/25	08/29/25	10/07/25	10/08/25
21	11/03/25	10/16/25	10/31/25	09/15/25	10/24/25	10/27/25
22	11/17/25	11/01/25	11/15/25	09/29/25	11/07/25	11/10/25
23	12/01/25	11/16/25	11/30/25	10/13/25	11/20/25	11/21/25
24	12/15/25	12/01/25	12/15/25	10/31/25	12/05/25	12/08/25
1	1/2/2026	12/16/2025	12/31/2025		12/18/2025	12/19/2025

- Note:
- When the 1st falls on the weekend, payroll moves to the next business day.
 - The schedule is adjusted for TSU and bank holidays.
 - This schedule is by calendar year not fiscal year



TEXAS SOUTHERN UNIVERSITY

Division of Administration & Finance
Human Resources & Payroll

(payroll for all exempt under graduate workers)

Payroll Run	Pay Date	Period Begin	Period end	Paperwork Submission Deadline @ 5:00 p.m.	Timecard Submission Deadline @10:00p.m.	Timecard Approval Deadline @10:00p.m.
1	01/02/24	12/01/24	12/31/24	11/15/24	12/16/24	12/17/24
2	02/03/25	01/01/25	01/31/25	12/15/24	01/22/25	01/23/25
3	03/03/25	02/01/25	02/28/25	01/13/25	02/19/25	02/20/25
4	04/01/25	03/01/25	03/31/25	02/17/25	03/20/25	03/21/25
5	05/01/25	04/01/25	04/30/25	03/17/25	04/21/25	04/22/25
6	06/02/25	05/01/25	05/31/25	04/12/25	05/20/25	05/21/25
7	07/01/25	06/01/25	06/30/25	05/15/25	06/19/25	06/20/25
8	08/01/25	07/01/25	07/31/25	06/16/25	07/21/25	07/22/25
9	09/01/25	08/01/25	08/31/25	07/15/25	08/21/25	08/22/25
10	10/01/25	09/01/25	09/30/25	08/15/25	09/22/25	09/23/25
11	11/03/25	10/01/25	10/31/25	09/15/25	10/20/25	10/21/25
12	12/01/25	11/01/25	11/30/25	10/15/25	11/19/25	11/20/25
1	1/2/2026	12/1/2025	12/31/2025	12/15/2025	12/16/2025	

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TEXAS SOUTHERN UNIVERSITY

Division of Administration & Finance
Human Resources & Payroll

SEMI-MONTHLY PAYROLL (HP PAYROLL FOR ALL NON-EXEMPT, FACULTY AND STAFF)

Payroll Run	Pay Date	Period Begin	Period end	Paperwork Submission Deadline @ 5:00 p.m.	Timecard Submission Deadline @10:00p.m.	Timecard Approval Deadline @10:00p.m.
1	01/02/24	12/01/24	12/31/24	11/15/24	12/16/24	12/17/24
2	02/03/25	01/01/25	01/31/25	12/15/24	01/22/25	01/23/25
3	03/03/25	02/01/25	02/28/25	01/13/25	02/19/25	02/20/25
4	04/01/25	03/01/25	03/31/25	02/17/25	03/20/25	03/21/25
5	05/01/25	04/01/25	04/30/25	03/17/25	04/21/25	04/22/25
6	06/02/25	05/01/25	05/31/25	04/12/25	05/20/25	05/21/25
7	07/01/25	06/01/25	06/30/25	05/15/25	06/19/25	06/20/25
8	08/01/25	07/01/25	07/31/25	06/16/25	07/21/25	07/22/25
9	09/01/25	08/01/25	08/31/25	07/15/25	08/21/25	08/22/25
10	10/01/25	09/01/25	09/30/25	08/15/25	09/22/25	09/23/25
11	11/03/25	10/01/25	10/31/25	09/15/25	10/20/25	10/21/25
12	12/01/25	11/01/25	11/30/25	10/15/25	11/19/25	11/20/25
1	1/2/2026	12/1/2025	12/31/2025		12/15/2025	12/16/2025

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