

Eastern Washington University Pay Schedule

2025

Year	PR	No.	Pay Period	Pay Date	HRS/ PP	Web Timesheet Cutoff 3:00pm	Web Timesheet Approval 6:00AM	Days to Submit & Approve Timesheets	PR Runs	Holiday
2025	SM	1	Dec 16-31	10-Jan	96	3-Jan	6-Jan	2	7-Jan	12/25/24
2025	SM	2	Jan 1-15	24-Jan	88	16-Jan	17-Jan	*1	21-Jan	01/01/25
2025	SM	3	Jan 16-31	10-Feb	96	3-Feb	4-Feb	*1	5-Feb	01/20/25
2025	SM	4	Feb 1-15	25-Feb	80	18-Feb	19-Feb	*1	20-Feb	
2025	SM	5	Feb 16-28	10-Mar	80	3-Mar	4-Mar	*1	5-Mar	02/17/25
2025	SM	6	Mar 1-15	25-Mar	80	18-Mar	19-Mar	2	20-Mar	
2025	SM	7	Mar 16-31	10-Apr	88	2-Apr	3-Apr	2	7-Apr	
2025	SM	8	Apr 1-15	25-Apr	88	17-Apr	18-Apr	2	22-Apr	
2025	SM	9	Apr 16-30	9-May	88	2-May	5-May	2	6-May	
2025	SM	10	May 1-15	23-May	88	16-May	19-May	*1	20-May	
2025	SM	11	May 16-31	10-Jun	88	3-Jun	4-Jun	2	5-Jun	05/26/25
2025	SM	12	Jun 1-15	25-Jun	80	17-Jun	18-Jun	2	20-Jun	
2025	SM	13	Jun 16-30	10-Jul	88	2-Jul	3-Jul	2	7-Jul	06/19/25
2025	SM	14	Jul 1-15	25-Jul	88	17-Jul	18-Jul	2	22-Jul	07/04/25
2025	SM	15	Jul 16-31	11-Aug	96	4-Aug	5-Aug	2	6-Aug	
2025	SM	16	Aug 1-15	25-Aug	88	18-Aug	19-Aug	*1	20-Aug	
2025	SM	17	Aug 16-31	10-Sep	80	3-Sep	4-Sep	2	5-Sep	
2025	SM	18	Sep 1-15	25-Sep	88	17-Sep	18-Sep	2	22-Sep	09/01/25
2025	SM	19	Sep 16-30	10-Oct	88	2-Oct	3-Oct	2	7-Oct	
2025	SM	20	Oct 1-15	24-Oct	88	17-Oct	20-Oct	2	21-Oct	
2025	SM	21	Oct 16-31	10-Nov	96	3-Nov	4-Nov	*1	5-Nov	
2025	SM	22	Nov 1-15	25-Nov	80	18-Nov	19-Nov	2	20-Nov	11/11/25
2025	SM	23	Nov 16-30	10-Dec	80	2-Dec	3-Dec	2	5-Dec	11/27 & 11/28/25
2025	SM	24	Dec 1-15	24-Dec	88	17-Dec	18-Dec	2	19-Dec	

Please remember:

Best practice is to submit your timesheet after your final shift in the pay period. **Web timesheet cutoff** is set for 3:00 PM to submit and 6:00 AM the next morning for approval, but supervisors need to let employees know that submit deadlines will be whatever time works for them to have it approved during their work schedule

For hourly employees: Confirm that hours reported on a holiday were actually worked.

Time worked on a **holiday** by **work study students** must be paid from a departmental index.

***Note the employee & supervisor have one day to submit and approve timesheets.**