

2025 Web Time Entry (WTE) Timesheet Deadlines

Student Labor Employees

	<u>Begin Date</u>	<u>End Date</u>	<u>Employee Submission Deadline</u>
Jan	January 1st	January 31st	February 4th @ 11:59 pm
Feb	February 1st	February 28th	March 4th @ 11:59 pm
Mar	March 1st	March 31st	April 2nd @ 11:59 pm
Apr	April 1st	April 30th	May 2nd @ 11:59 pm
May	May 1st	May 31st	June 3rd @ 11:59 pm
June	June 1st	June 30th	July 2nd @ 11:59 pm
July	July 1st	July 31st	August 4th @ 11:59 pm
Aug	August 1st	August 31st	September 3rd @ 11:59 pm
Sept	September 1st	September 30th	October 2nd @ 11:59 pm
Oct	October 1st	October 31st	November 4th @ 11:59 pm
Nov	November 1st	November 30th	December 2nd @ 11:59 pm
Dec	December 1st	December 31st	January 5th @ 11:59 pm

Full Time Monthly Employees

	<u>Begin Date</u>	<u>End Date</u>	<u>Employee Submission Deadline</u>
Jan	January 1st	January 31st	February 11th @ 11:59 pm
Feb	February 1st	February 28th	March 11th @ 1:59 pm
Mar	March 1st	March 31st	April 11th @ 11:59 pm
Apr	April 1st	April 30th	May 12th @ 11:59 pm
May	May 1st	May 31st	June 11th @ 11:59 pm
June	June 1st	June 30th	July 11th @ 11:59 pm
July	July 1st	July 31st	August 11th @ 11:59 pm
Aug	August 1st	August 31st	September 11th @ 11:59 pm
Sept	September 1st	September 30th	October 10th @ 11:59 pm
Oct	October 1st	October 31st	November 11th @ 11:59 pm
Nov	November 1st	November 30th	December 11th @ 11:59 pm
Dec	December 1st	December 31st	January 12th @ 11:59 pm

Extra Labor and Full Time Semi-Monthly Employees

	<u>Begin Date</u>	<u>End Date</u>	<u>Employee Submission Deadline</u>
Jan	January 1st	January 15th	January 17th @ 11:59 pm
	January 16th	January 31st	February 4th @ 11:59 pm
Feb	February 1st	February 15th	February 18th @ 11:59 pm
	February 16th	February 28th	March 4th @ 11:59 pm
Mar	March 1st	March 15th	March 18th @ 11:59 pm
	March 16th	March 31st	April 2nd @ 11:59 pm
Apr	April 1st	April 15th	April 17th @ 11:59 pm
	April 16th	April 30th	May 2nd @ 11:59 pm
May	May 1st	May 15th	May 19th @ 11:59 pm
	May 16th	May 31st	June 3rd @ 11:59 pm
June	June 1st	June 15th	June 16th @ 11:59 pm*
	June 16th	June 30th	July 2nd @ 11:59 pm
July	July 1st	July 15th	July 17th @ 11:59 pm
	July 16th	July 31st	August 4th @ 11:59 pm
Aug	August 1st	August 15th	August 19th @ 11:59 pm
	August 16th	August 31st	September 3rd @ 11:59 pm
Sept	September 1st	September 15th	September 17th @ 11:59 pm
	September 16th	September 30th	October 2nd @ 11:59 pm
Oct	October 1st	October 15th	October 17th @ 11:59 pm
	October 16th	October 31st	November 4th @ 11:59 pm
Nov	November 1st	November 15th	November 18th @ 11:59 pm
	November 16th	November 30th	December 2nd @ 11:59 pm
Dec	December 1st	December 15th	December 16th @ 11:59 pm*
	December 16th	December 31st	January 5th @ 11:59 pm

***Early submission deadlines due to payroll processing for fiscal and calendar year end**