

2025 Monthly Payroll Cut-Off and Pay Dates

Month	Pay Date	Payroll Cut-off <small>(12:00 pm deadline for last minute entry into Banner for current pay period)</small>	Pension File Approval Date <small>(deadline for file to be approved by HR for FT filesubmission to Sunlife)</small>
January	30-Jan-25	21-Jan-25	28-Jan-25
February	27-Feb-25	18-Feb-25	25-Feb-25
March	28-Mar-25	19-Mar-25	26-Mar-25
April	29-Apr-25	18-Apr-25	25-Apr-25
May	29-May-25	20-May-25	27-May-25
June	27-Jun-25	18-Jun-25	25-Jun-25
July	30-Jul-25	21-Jul-25	28-Jul-25
August	28-Aug-25	19-Aug-25	26-Aug-25
September	29-Sep-25	18-Sep-25	25-Sep-25
October	30-Oct-25	21-Oct-25	28-Oct-25
November	27-Nov-25	18-Nov-25	25-Nov-25
December	22-Dec-25	12-Dec-25	18-Dec-25

Note: the schedule subject to change based on Holidays and other closures