

**CEI Employee Payroll Calendar - Semi-Monthly
Beginning January 2025**

Pay Date	Pay Period Begin Date	Pay Period End Date	Timecard Approval Due to Payroll by midnight	Manual Timecard Due to Payroll by midnight	Due to Payroll Address Change, Direct Deposit, W-4, Voluntary Deduction	Hours per pay period (based on 8 hr/day)
1/15/2025	12/16/2024	12/31/2024	1/3/2025	1/4/2025	12/27/2024	96
1/31/2025	1/1/2025	1/15/2025	1/17/2025	1/21/2025	1/10/2025	88
2/14/2025	1/16/2025	1/31/2025	2/4/2025	2/5/2025	1/24/2025	96
2/28/2025	2/1/2025	2/15/2025	2/19/2025	2/20/2025	2/7/2025	80
3/14/2025	2/16/2025	2/28/2025	3/4/2025	3/5/2025	2/21/2025	80
3/31/2025	3/1/2025	3/15/2025	3/18/2025	3/19/2025	3/10/2025	80
4/15/2025	3/16/2025	3/31/2025	4/2/2025	4/3/2025	3/31/2025	88
4/30/2025	4/1/2025	4/15/2025	4/17/2025	4/18/2025	4/9/2025	88
5/15/2025	4/16/2025	4/30/2025	5/2/2025	5/5/2025	4/24/2025	88
5/30/2025	5/1/2025	5/15/2025	5/20/2025	5/21/2025	5/9/2025	88
6/13/2025	5/16/2025	5/31/2025	6/3/2025	6/4/2025	5/23/2025	88
6/30/2025	6/1/2025	6/15/2025	6/17/2025	6/18/2025	6/9/2025	80
7/15/2025	6/16/2025	6/30/2025	7/2/2025	7/3/2025	6/24/2025	88
7/31/2025	7/1/2025	7/15/2025	7/17/2025	7/18/2025	7/10/2025	88
8/15/2025	7/16/2025	7/31/2025	8/5/2025	8/6/2025	7/25/2025	96
8/29/2025	8/1/2025	8/15/2025	8/19/2025	8/20/2025	8/8/2025	88
9/15/2025	8/16/2025	8/31/2025	9/3/2025	9/4/2025	8/25/2025	80
9/30/2025	9/1/2025	9/15/2025	9/17/2025	9/18/2025	9/9/2025	88
10/15/2025	9/16/2025	9/30/2025	10/2/2025	10/3/2025	9/24/2025	88
10/31/2025	10/1/2025	10/15/2025	10/17/2025	10/20/2025	10/10/2025	88
11/14/2025	10/16/2025	10/31/2025	11/4/2025	11/5/2025	10/24/2025	96
11/28/2025	11/1/2025	11/15/2025	11/18/2025	11/19/2025	11/7/2025	80
12/15/2025	11/16/2025	11/30/2025	12/2/2025	12/3/2025	11/24/2025	80
12/31/2025	12/1/2025	12/15/2025	12/17/2025	12/18/2025	12/10/2025	88