

**OLD DOMINION UNIVERSITY -- SEMI-MONTHLY EXTERNAL PAYROLL SCHEDULE
FIRST QUARTER, ENDING MARCH 31, 2025**

PR#	Emp Type	Pay Period	E-1's Due in HR/ E-1S' Due in E-1S Processing	PT Fac (4027)/Higher Ed Asst (4031) Appt ltrs/payroll forms & Salaried Changes DUE		WTE Approver Deadlines HRLY 10 p.m. Classified 10 a.m. Faculty Leave Reports 10 p.m.	Pay Date
				To AA	To HR		
111	HRLY SAL	DEC 16-31 DEC 25 - JAN 09	DEC 11** DEC 16 G	DEC 11 DEC 16	DEC 11 DEC 16	JAN 03 JAN 10	JAN 16 JAN 16
112	HRLY SAL	JAN 01-15 JAN 10-24	DEC 18** JAN 07 G	DEC 18 DEC 07	DEC 18 JAN 07	JAN 16 JAN 27	JAN 31 JAN 31
121	HRLY SAL	JAN 16-31 JAN 25 - FEB 09	JAN 13** JAN 21 G	JAN 13 JAN 21	JAN 13 JAN 21	FEB 03 FEB 10	FEB 14 FEB 14
122	HRLY SAL	FEB 01-15 FEB 10-24	JAN 29** FEB 06 G	JAN 29 FEB 06	JAN 29 FEB 06	FEB 17 FEB 25	FEB 28 FEB 28
131	HRLY SAL	FEB 16-28 FEB 25-MAR 09	FEB 12** FEB 20 G	FEB 12 FEB 20	FEB 12 FEB 20	MAR 03 MAR 10	MAR 14 MAR 14
132	HRLY SAL	MAR 01-15 MAR 10-24	FEB 26** MAR 06 G	FEB 26 MAR 06	FEB 26 MAR 06	MAR 17 MAR 25	MAR 31 MAR 31

**OLD DOMINION UNIVERSITY -- SEMI-MONTHLY EXTERNAL PAYROLL SCHEDULE
SECOND QUARTER, ENDING JUNE 30, 2025**

PR#	Emp Type	Pay Period	E-1's Due in HR/ E-1S' Due in E-1S Processing	PT Fac (4027)/Higher Ed Asst (4031) Appt ltrs/payroll forms & Salaried Changes DUE		WTE Approver Deadlines HRLY 10 p.m. Classified 10 a.m. Faculty Leave Reports 10 p.m.	Pay Date
				To AA	To HR		
211	HRLY SAL	MAR 16 - MAR 31 MAR 25 - APR 09	MAR 12** MAR 21 G	MAR 12 MAR 21	MAR 12 MAR 21	APR 01 APR 10	APR 16 APR 16
212	HRLY SAL	APR 01 - APR 15 APR 10 - APR 24	MAR 28** APR 04 G	MAR 28 APR 04	MAR 28 APR 04	APR 16 APR 25	MAY 01 MAY 01
221	HRLY SAL	APR 16 - APR 30 APR 25 - MAY 09	APR 11** APR 21 G	APR 11 APR 21	APR 11 APR 21	MAY 01 MAY 12	MAY 16 MAY 16
222	HRLY SAL	MAY 1 - MAY 15 MAY 10 - MAY 24	APR 25** MAY 05 G	APR 25 MAY 05	APR 25 MAY 05	MAY 16 MAY 27	MAY 30 MAY 30
231	HRLY SAL	MAY 16 - MAY 31 MAY 25 - JUN 09	MAY 13** MAY 16 G	MAY 13 MAY 19	MAY 13 MAY 19	JUN 02 JUN 10	JUN 16 JUN 16
232	HRLY SAL	JUN 1 - JUN 15 JUN 10 - JUN 24	MAY 28** JUN 05 G	MAY 28 JUN 05	MAY 28 JUN 05	JUN 16 JUN 25	JUL 01 – FY26 JUL 01 – FY26

OLD DOMINION UNIVERSITY -- SEMI-MONTHLY EXTERNAL PAYROLL SCHEDULE
THIRD QUARTER, ENDING SEPTEMBER 30, 2025

PR#	Emp Type	Pay Period	E-1's Due in HR/ E-1S' Due in E-1S Processing	PT Fac (4027)/Higher Ed Asst (4031) Appt ltrs/payroll forms & Salaried Changes DUE To AA To HR		WTE Approver Deadlines HRLY 10 p.m. Classified 10 a.m. Faculty Leave Reports 10 p.m.	Pay Date
311	HRLY SAL	JUN 16 - JUN 30 JUN 25 - JUL 09	JUN 11** JUN 20 G	JUN 11 JUN 20	JUN 11 JUN 20	JUL 02 JUL 10	JUL 16 -FY26 JUL 16 -FY26
312	HRLY SAL	JUL 1 - JUL 15 JUL 10 - JUL 24	JUN 25** JUL 07 G	JUN 25 JUN 07	JUN 25 JUL 07	JUL 16 JUL 25	AUG 01 AUG 01
321	HRLY SAL	JUL 16 - JUL 31 JUL 25 - AUG 09	JUL 11** JUL 21 G	JUL 11 JUL 21	JUL 11 JUL 21	AUG 01 AUG 11	AUG 15 AUG 15
322	HRLY SAL	AUG 01 - AUG 15 AUG 10 - AUG 24	JUL 29** AUG 05 G	JUL 29 AUG 05	JUL 29 AUG 05	AUG 18 AUG 25	AUG 29 AUG 29
331	HRLY SAL	AUG 16 - AUG 31 AUG 25 - SEP 09	AUG 13** AUG 20 G	AUG 13 AUG 20	AUG 13 AUG 20	SEP 02 SEP 10	SEP 16 SEP 16
332	HRLY SAL	SEP 01 - SEP 15 SEP 10 - SEP 24	AUG 27** SEP 05 G	AUG 27 SEP 05	AUG 27 SEP 05	SEP 16 SEP 25	SEP 30 SEP 30

OLD DOMINION UNIVERSITY -- SEMI-MONTHLY EXTERNAL PAYROLL SCHEDULE
FOURTH QUARTER, ENDING DECEMBER 31, 2025

PR#	Emp Type	Pay Period	E-1's Due in HR/ E-1S' Due in E-1S Processing	PT Fac (4027)/Higher Ed Asst (4031) Appt ltrs/payroll forms & Salaried Changes DUE To AA To HR		WTE Approver Deadlines HRLY 10 p.m. Classified 10 a.m. Faculty Leave Reports 10 p.m.	Pay Date
411	HRLY SAL	SEP 16 - SEP 30 SEP 25 - OCT 09	SEP 11** SEP 19 G	SEP 11 SEP 19	SEP 11 SEP 19	OCT 01 OCT 10	OCT 16 OCT 16
412	HRLY SAL	OCT 01 - OCT 15 OCT 10 - OCT 24	SEP 26** OCT 07 G	SEP 26 OCT 07	SEP 26 OCT 07	OCT 16 OCT 27	OCT 31 OCT 31
421	HRLY SAL	OCT 16 - OCT 31 OCT 25 - NOV 09	OCT 10** OCT 21 G	OCT 10 OCT 21	OCT 10 OCT 21	NOV 03 NOV 10	NOV 14 NOV 14
422	HRLY SAL	NOV 01 - NOV 15 NOV 10 - NOV 24	OCT 28** NOV 05 G	OCT 28 NOV 05	OCT 28 NOV 05	NOV 17 NOV 21***	DEC 01 DEC 01
431	HRLY SAL	NOV 16 - NOV 30 NOV 25 - DEC 09	NOV 10** NOV 18 G	NOV 10 NOV 18	NOV 10 NOV 18	DEC 01 DEC 10	DEC 16 DEC 16
432	HRLY SAL	DEC 01 - DEC 15 DEC 10 - DEC 24	NOV 21** DEC 05 G	NOV 21 DEC 05	NOV 21 DEC 05	DEC 16 DEC 18***	DEC 31 DEC 31

Notes:

*Leave Reports and Time Sheets must be submitted to Approver by 11:59 p.m. on last day of pay period.

** Hourly (4021) and undergraduate student (4025, 4028, 4029) EPAF/E1s deadline; G = graduate student (4022, 4023, 4122, 4123) EPAF/E1s deadline.

***Hours for a portion of these pay periods will need to be estimated and submitted early.