



2025 Arch Location Payroll Calendar

	SUN	MON	TUES	WED	THURS	FRI	SAT
Dec 2024	22	23	24	25	26	27 12/8 - 12/21	28
	29	30	31	1	2	3	4
Jan 2025	5	6	7	8	9	10 12/22 - 1/4	11
	12	13	14	15	16	17	18
	19	20 Holiday	21	22	23	24 1/5 - 1/18	25
	26	27	28	29	30	31	1
Feb 2025	2	3	4	5	6	7 1/19 - 2/1	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21 2/2 - 2/15	22
	23	24	25	26	27	28	1
Mar 2025	2	3	4	5	6	7 2/16 - 3/1	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21 3/2 - 3/15	22
	23	24	25	26	27	28	29
	30	31	1	2	3	4 3/16 - 3/29	5
Apr 2025	6	7	8	9	10	11	12
	13	14	15	16	17	18 3/30 - 4/12	19
	20	21 Holiday	22	23	24	25	26
	27	28	29	30	1	2 4/13 - 4/26	3
May 2025	4	5	6	7	8	9	10
	11	12	13	14	15	16 4/27 - 5/10	17
	18	19	20	21	22	23	24
	25	26 Holiday	27	28	29	30 5/11 - 5/24	31
Jun / Jul 2025	1	2	3	4	5	6	7
	8	9	10	11	12	13 5/25 - 6/7	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27 6/8 - 6/21	28
	29	30	1	2	3	4 Holiday	5

	SUN	MON	TUES	WED	THURS	FRI	SAT
Jul 2025	6	7	8	9	10	11 6/22 - 7/5	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25 7/6 - 7/19	26
Aug 2025	27	28	29	30	31	1	2
	3	4	5	6	7	8 7/20 - 8/2	9
	10	11	12	13	14	15	16
Sept 2025	17	18	19	20	21	22 8/3 - 8/16	23
	24	25	26	27	28	29	30
	31	1 Holiday	2	3	4	5 8/17 - 8/30	6
Oct 2025	7	8	9	10	11	12	13
	14	15	16	17	18	19 8/31 - 9/13	20
	21	22	23	24	25	26	27
	28	29	30	1	2	3 9/14 - 9/27	4
Nov 2025	5	6	7	8	9	10	11
	12	13	14	15	16	17 9/28 - 10/11	18
	19	20	21	22	23	24	25
Dec 2025	26	27	28	29	30	31 10/12 - 10/25	1
	2	3	4	5	6	7	8
	9	10	11	12	13	14 10/26 - 11/8	15
	16	17	18	19	20	21	22
Jan 2026	23	24	25	26	27 Holiday	28 11/9 - 11/22	29
	30	1	2	3	4	5	6
	7	8	9	10	11	12 11/23 - 12/6	13
	14	15	16	17	18	19 Holiday Begins	20
Jan 2026	21	22	23	24	25	26 12/7 - 12/20	27
	28	29	30	31	1	2	3
Jan 2026	4	5	6	7	8	9 12/21 - 1/3	10
	11	12	13	14	15	16	17

Payroll Action & Stipend Request forms are due every Tuesday in non-payroll weeks for new hires, terminations, benefit related changes, and stipend requests.

Changes Due When preparing for hiring and terminations; please carefully examine the pay periods and their corresponding pay dates for final pay.

Changes effective with the 12/27/24 and 01/10/25 pay dates are required to be submitted by Tuesday December 17, 2024.

Approvals Due Supervisors are required to approve timecards by Noon on Mondays in paid weeks.

Locations are required to approve pay runs by Tuesdays in most paid weeks; please make note of payroll weeks that require early payroll preparation and approval.

Pay Day with corresponding pay periods

Catholic Center Holidays, Holy, and Feast Days

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| Martin Luther King, Jr. Day | Monday January 20th |
| Easter Monday | Monday April 21st |
| Memorial Day | Monday May 26th |
| Independence Day | Friday July 4th |
| Labor Day | Monday September 1st |
| Thanksgiving Day | Thursday November 27th |
| Christmas Holiday | Friday December 20th - Saturday January 3rd |
| Catholic Center Offices Reopen | The Catholic Center reopens on Monday January 5, 2026 |