



# XAVIER UNIVERSITY OF LOUISIANA

## Office of Human Resources

1 Drexel Drive ● Box 104-C  
New Orleans, Louisiana 70125-1098  
(504) 520-7537 ● Fax (504) 520-7937

### 2025 Exempt Employee Pay/Approval Dates

No.	Payroll Period	WTE Approval	Pay Date
1	Jan 1 - Jan 31	Feb 5	Jan 31
2	Feb 1 - Feb 28	Mar 5	Feb 28
3	Mar 1 - Mar 31	April 5	Mar 31
4	Apr 1 - Apr 30	May 5	Apr 30
5	May 1 - May 31	June 5	May 30
6	Jun 1 - Jun 30	July 5	Jun 30
7	Jul 1 - Jul 31	Aug 5	Jul 31
8	Aug 1 - Aug 31	Sep 5	Aug 29
9	Sept 1 - Sept 30	Oct 5	Sept 30
10	Oct 1 - Oct 31	Nov 5	Oct 31
11	Nov 1 - Nov 30	Dec 5	Nov 28
12	Dec 1 - Dec 31	Jan 5	Dec 31

All Electronic Personnel Action Forms (EPAF) for monthly employees must be received in Human Resources **by the 10<sup>th</sup> of the month** prior to the pay period in which they are to be processed.

***Please Note:***

PAID TIME OFF HOURS SUCH AS (VACATION, SICK LEAVE, ETC.)  
SHOULD BE ENTERED PRIOR TO SUBMITTING THE LEAVE REPORT FOR APPROVAL.



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### 2025 Non-Exempt Employee Pay/Approval Dates

No.	Payroll Period	TCP Approval	Pay Date
1	Dec 22 - Jan 4	Jan 6	Jan 10
2	Jan 5 – Jan 18	Jan 20	Jan 24
3	Jan 19 - Feb 1	Feb 3	Feb 7
4	Feb 2 - Feb 15	Feb 17	Feb 21
5	Feb 16 - Mar 1	Mar 3	Mar 7
6	Mar 2 - Mar 15	Mar 17	Mar 21
7	Mar 16 – Mar 29	Mar 31	Apr 4
8	Mar 30 - Apr 12	Apr 14	Apr 18
9	Apr 13 – Apr 26	Apr 28	May 2
10	April 27 - May 10	May 12	May 16
11	May 11 – May 24	May 26	May 30
12	May 25 – Jun 7	Jun 9	Jun 13
13	Jun 8 – Jun 21	Jun 23	Jun 27
14	Jun 22 - Jul 5	Jul 7	Jul 11

15	Jul 6 – Jul 19	Jul 21	Jul 25
16	Jul 20 - Aug 2	Aug 4	Aug 8
17	Aug 3 - Aug 16	Aug 18	Aug 22
18	Aug 17 – Aug 30	Sep 1	Sept 5
19	Aug 31 – Sep 13	Sep 15	Sep 19
20	Sep 14 – Sept 27	Sept 29	Oct 3
21	Sep 28 - Oct 11	Oct 13	Oct 17
22	Oct 12 – Oct 25	Oct 27	Oct 31
23	Oct 26 - Nov 8	Nov 10	Nov 14
24	Nov 9 – Nov 22	Nov 24	Nov 28
25	Nov 23 - Dec 6	Dec 8	Dec 12
26	Dec 7 – Dec 20	Dec 22	Dec 26

All Non-Exempt timesheets must be approved in TCP by the Approver on or prior to the TCP approval date. ***There will be no pay adjustments outside of the pay period.*** **No Exceptions.**

Electronic Personnel Action Forms (EPAF) are due in Human Resources **two weeks** prior to the start of the pay period in which it is to be processed.