

Payroll Cycle for Managers

Pay Cycle	Start of Pay Period	End of Pay Period	Manager	
			Changes/Updates Due to HR	Pay Date
5	2/8/2025	2/21/2025	2/19/2025	2/28/2025
6	2/22/2025	3/7/2025	3/5/2025	3/14/2025
7	3/8/2025	3/21/2025	3/19/2025	3/28/2025
8	3/22/2025	4/4/2025	4/2/2025	4/11/2025
9	4/5/2025	4/18/2025	4/16/2025	4/25/2025
10	4/19/2025	5/2/2025	4/30/2025	5/9/2025
11	5/3/2025	5/16/2025	5/14/2025	5/23/2025
12	5/17/2025	5/30/2025	5/28/2025	6/6/2025
13	5/31/2025	6/13/2025	6/11/2025	6/20/2025
14	6/14/2025	6/27/2025	6/25/2025	7/4/2025
15	6/28/2025	7/11/2025	7/9/2025	7/18/2025
16	7/12/2025	7/25/2025	7/23/2025	8/1/2025
17	7/26/2025	8/8/2025	8/6/2025	8/15/2025
18	8/9/2025	8/22/2025	8/20/2025	8/29/2025
19	8/23/2025	9/5/2025	9/3/2025	9/12/2025
20	9/6/2025	9/19/2025	9/17/2025	9/26/2025
21	9/20/2025	10/3/2025	10/1/2025	10/10/2025
22	10/4/2025	10/17/2025	10/15/2025	10/24/2025
23	10/18/2025	10/31/2025	10/29/2025	11/7/2025
24	11/1/2025	11/14/2025	11/12/2025	11/21/2025
25	11/15/2025	11/28/2025	11/26/2025*	12/5/2025
26	11/29/2025	12/12/2025	12/10/2025*	12/19/2025

*Deadline may change due to holiday/winter break

To avoid delays

Send all one-time payments, period activity pay, compensation changes, LOAs, etc. to Human Resources at humanresources@nmmc.edu.

Ensure forms are complete and not missing appropriate signatures, work tags, action requested, dates, or pay amounts.