

**CALIFORNIA INSTITUTE OF TECHNOLOGY
BI-WEEKLY PAYROLL SCHEDULE
JANUARY 2025- MARCH 2026**

Payroll Number	Begin	End	Month Paid	Payroll Due	KRONOS Signoff	Final Payment Process NACHA Transmission	JPM Positive Pay & TIAA File Processing	Cost & Transfer to GL	Pay Date
BW-23	10/21/24	- 11/03/24	Nov	11/01/24	11/04/24	11/05/24	11/06/24	11/07/24	11/08/24
BW-24	11/04/24	- 11/17/24	Nov	11/15/24	11/18/24	11/19/24	11/20/24	11/21/24	11/22/24
BW-25	11/18/24	- 12/01/24	Dec	11/27/24	12/02/24	12/03/24	12/04/24	12/05/24	12/06/24
BW-26	12/02/24	- 12/15/24	Dec	12/13/24	12/16/24	12/17/24	12/18/24	12/19/24	12/20/24
BW-01 **	12/16/24	- 12/29/24	Jan	12/20/24 CoB	12/23/24 8 AM	12/23/24 Noon	12/24/24	01/02/25	01/03/25
BW-02	12/30/24	- 01/12/25	Jan	01/10/25	01/13/25	01/14/25	01/15/25	01/16/25	01/17/25
BW-03	01/13/25	- 01/26/25	OMIT	01/24/25	01/27/25	01/28/25	01/29/25	01/30/25	01/31/25
BW-04	01/27/25	- 02/09/25	Feb	02/07/25	02/10/25	02/11/25	02/12/25	02/13/25	02/14/25
BW-05	02/10/25	- 02/23/25	Feb	02/21/25	02/24/25	02/25/25	02/26/25	02/27/25	02/28/25
BW-06	02/24/25	- 03/09/25	Mar	03/07/25	03/10/25	03/11/25	03/12/25	03/13/25	03/14/25
BW-07	03/10/25	- 03/23/25	Mar	03/21/25	03/24/25	03/25/25	03/26/25	03/27/25	03/28/25
BW-08	03/24/25	- 04/06/25	Apr	04/04/25	04/07/25	04/08/25	04/09/25	04/10/25	04/11/25
BW-09	04/07/25	- 04/20/25	Apr	04/18/25	04/21/25	04/22/25	04/23/25	04/24/25	04/25/25
BW-10	04/21/25	- 05/04/25	May	05/02/25	05/05/25	05/06/25	05/07/25	05/08/25	05/09/25
BW-11	05/05/25	- 05/18/25	May	05/16/25	5/19/25 8 AM	5/19/25 Noon	05/21/25	05/22/25	05/23/25
BW-12	05/19/25	- 06/01/25	Jun	05/30/25	06/02/25	06/03/25	06/04/25	06/05/25	06/06/25
BW-13	06/02/25	- 06/15/25	Jun	06/13/25	6/16/25 8 AM	6/16/25 Noon	06/17/25	06/20/25	06/20/25
BW-14 **	06/16/25	- 06/29/25	Jul	06/27/25	6/30/25 8 AM	6/30/25 Noon	07/01/25	07/02/25	07/03/25
BW-15	06/30/25	- 07/13/25	Jul	07/11/25	07/14/25	07/15/25	07/16/25	07/17/25	07/18/25
BW-16	07/14/25	- 07/27/25	Aug	07/25/25	07/28/25	07/29/25	07/30/25	08/01/25	08/01/25
BW-17	07/28/25	- 08/10/25	Aug	08/08/25	08/11/25	08/12/25	08/13/25	08/14/25	08/15/25
BW-18	08/11/25	- 08/24/25	OMIT	08/22/25	08/25/25	08/26/25	08/27/25	08/28/25	08/29/25
BW-19	08/25/25	- 09/07/25	Sep	09/05/25	09/08/25	09/09/25	09/10/25	09/11/25	09/12/25
BW-20	09/08/25	- 09/21/25	Sep	09/19/25	9/22/25 8 AM	9/22/25 Noon	09/24/25	09/25/25	09/26/25
BW-21	09/22/25	- 10/05/25	Oct	10/03/25	10/06/25	10/07/25	10/08/25	10/09/25	10/10/25
BW-22	10/06/25	- 10/19/25	Oct	10/17/25	10/20/25 8 AM	10/20/25 Noon	10/22/25	10/23/25	10/24/25
BW-23	10/20/25	- 11/02/25	Nov	10/31/25	11/03/25	11/04/25	11/05/25	11/06/25	11/07/25
BW-24	11/03/25	- 11/16/25	Nov	11/14/25	11/17/25	11/18/25	11/19/25	11/20/25	11/21/25
BW-25	11/17/25	- 11/30/25	Dec	11/28/25	12/01/25	12/02/25	12/03/25	12/04/25	12/05/25
BW-26	12/01/25	- 12/14/25	Dec	12/12/25	12/15/25	12/16/25	12/17/25	12/18/25	12/19/25
BW-01	12/15/25	- 12/28/25	Jan	12/22/25 CoB	12/23/25 8 AM	12/23/25 Noon	12/23/25	01/02/26	01/02/26
BW-02	12/29/25	- 01/11/26	Jan	01/09/26	01/12/26	01/13/26	01/14/26	01/15/26	01/16/26
BW-03	01/12/26	- 01/25/26	OMIT	01/23/26	01/26/26	01/27/26	01/28/26	01/29/26	01/30/26
BW-04	01/26/26	- 02/08/26	Feb	02/06/26	02/09/26	02/10/26	02/11/26	02/12/26	02/13/26
BW-05	02/09/26	- 02/22/26	Feb	02/20/26	02/23/26	02/24/26	02/25/26	02/26/26	02/27/26
BW-06	02/23/26	- 03/08/26	Mar	03/06/26	03/09/26	03/10/26	03/11/26	03/12/26	03/13/26
BW-07	03/09/26	- 03/22/26	Mar	03/20/26	03/23/26	03/24/26	03/25/26	03/26/26	03/27/26
* Note: Regular payroll processing may be affected by Holiday schedules. Please note changes in BOLD and approve timecards at the end of the workweek. If employees will work over the holiday weekend, please be sure timecards are approved and ready for sign-off by the date and time given.									
** Denotes "Amended Period" for Payroll reporting									