

## 2025 Participant Payroll Schedule

Payroll Period	Payroll Dates	Time Sheet Due Thursdays	Payday Thursdays
1	January 3rd-January 16	January 16	<b>January 23</b>
2	January 17 – January 30	January 30	<b>February 6</b>
3	January 31– February 13	February 13	<b>February 20</b>
4	February 14– February 27	February 27	<b>March 6</b>
5	February 28 – March 13	March 13	<b>March 20</b>
6	March 14 – March 27	March 27	<b>April 3</b>
7	March 28 – April 10	April 10	<b>April 17</b>
8	April 11 – April 24	April 24	<b>May 1</b>
9	April 25 – May 8	May 8	<b>May 15</b>
10	May 9 – May 22	May 22	<b>May 29</b>
11	May 23 – June 5	June 5	<b>June 12</b>
12	June 6 – June 19 (Final timesheet for CSEP/ CYEP)	June 19	<b>June 26</b>
13	June 20 – June 26	June 26	<b>June 30</b>
14	June 27 – July 10	July 10	<b>July 17</b>
15	July 11 – July 24	July 24	<b>July 31</b>
16	July 25 – August 7	August 7	<b>August 14</b>
17	August 8 – August 21	August 21	<b>August 28</b>
18	August 22 – September 4	September 4	<b>September 11</b>
19	September 5 – September 18	September 18	<b>September 25</b>
20	September 19 – October 2	October 2	<b>October 9</b>
21	October 3- October 16	October 16	<b>October 23</b>
22	October 17 – October 30	October 30	<b>November 6</b>
23	October 31 – November 13	November 13	<b>November 20</b>
24	November 14 – November 27	<b>(Wednesday)</b> November 26	<b>December 4</b>
25	November 28 – December 11	December 11	<b>December 18</b>
25a	December 12 - December 25	<b>(Wednesday)</b> December 24	<b>(Wednesday) December 31</b>
26	December 26 – January 8	January 8	<b>January 15, 2026</b>

- Timesheets must have a completed **Supervisor Evaluation** and be **signed by participant and supervisor** for processing.
- Email your completed timesheet to: [Payroll.cinow@gmail.com](mailto:Payroll.cinow@gmail.com) last day of the pay period by 5 p.m. unless directed to give to your Job Coach
- Hours that are not submitted by the Timesheet Due Date will need to have Administrative approval for payment, therefore payment will be delayed.
- Time claimed 30 days past the time it is due will not be eligible for payment.