

Old Dominion University

Web Time Entry Submission Deadlines - CY 2025

Hourly and Student Hourly Employees

Pay ID	PR #	Description	Pay Periods	WTE Employee Deadline to submit to Approver 11:59 p.m.	WTE Approver Deadline to submit to Payroll 10 p.m.	Pay Date
PT	111	Hourly - Part Time	12/16 - 12/31	01/02/25	01/03/25	01/16/25
PT	112	Hourly - Part Time	01/01 -01/15	01/15/25	01/16/25	01/31/25
PT	121	Hourly - Part Time	01/16 -01/31	01/31/25	02/03/25	02/14/25
PT	122	Hourly - Part Time	02/01 -02/15	02/15/25	02/17/25	02/28/25
PT	131	Hourly - Part Time	02/16 -02/28	02/28/25	03/03/25	03/14/25
PT	132	Hourly - Part Time	03/01 -03/15	03/15/25	03/17/25	03/31/25
PT	211	Hourly - Part Time	03/16 -03/31	03/31/25	04/01/25	04/16/25
PT	212	Hourly - Part Time	04/01 -04/15	04/15/25	04/16/25	05/01/25
PT	221	Hourly - Part Time	04/16 -04/30	04/30/25	05/01/25	05/16/25
PT	222	Hourly - Part Time	05/01 -05/15	05/15/25	05/16/25	05/30/25
PT	231	Hourly - Part Time	05/16 -05/31	05/31/25	06/02/25	06/16/25
PT	232	Hourly - Part Time	06/01 -06/15	06/15/25	06/16/25	07/01/25
PT	311	Hourly - Part Time	06/16 -06/30	06/30/25	07/02/25	07/16/25
PT	312	Hourly - Part Time	07/01 -07/15	07/15/25	07/16/25	08/01/25
PT	321	Hourly - Part Time	07/16 -07/31	07/31/25	08/01/25	08/15/25
PT	322	Hourly - Part Time	08/01 -08/15	08/15/25	08/18/25	08/29/25
PT	331	Hourly - Part Time	08/16 -08/31	08/31/25	09/02/25	09/16/25
PT	332	Hourly - Part Time	09/01 -09/15	09/15/25	09/16/25	09/30/25
PT	411	Hourly - Part Time	09/16 -09/30	09/30/25	10/01/25	10/16/25
PT	412	Hourly - Part Time	10/01 -10/15	10/15/25	10/16/25	10/31/25
PT	421	Hourly - Part Time	10/16 -10/31	10/31/25	11/03/25	11/14/25
PT	422	Hourly - Part Time	11/01 -11/15	11/15/25	11/17/25	12/01/25
PT	431	Hourly - Part Time	11/16 -11/30	11/30/25	12/01/25	12/16/25
PT	432	Hourly - Part Time	12/01 -12/15	12/15/25	12/16/25	12/31/25