

Old Dominion University

Web Time Entry Bi-Weekly Pay Submission Deadlines - CY 2025

For Classified - Exempt & Non-Exempt Employees submitting hours worked and/or leave taken

POLICE OFFICER BI-WEEKLY				WTE Employee Deadline to submit to Approver 11:59 p.m.	WTE Approver Deadline to submit to Payroll 10 p.m.	Pay Date	Notes
Pay ID	PR #	Description	Pay Periods				
BW	111	Bi-Weekly - Full Time	12/15 -12/28	12/28/24	01/02/25	01/10/25	
BW	112	Bi-Weekly - Full Time	12/29 -01/11	01/11/25	01/13/25	01/24/25	
BW	121	Bi-Weekly - Full Time	01/12 -01/25	01/25/25	01/27/25	02/07/25	
BW	122	Bi-Weekly - Full Time	01/26 -02/08	02/08/25	02/10/25	02/21/25	
BW	131	Bi-Weekly - Full Time	02/09 -02/22	02/22/25	02/24/25	03/07/25	
BW	132	Bi-Weekly - Full Time	02/23 -03/08	03/08/25	03/10/25	03/21/25	
BW	211	Bi-Weekly - Full Time	03/09 -03/22	03/22/25	03/24/25	04/04/25	
BW	212	Bi-Weekly - Full Time	03/23 - 04/05	04/05/25	04/07/25	04/18/25	
BW	221	Bi-Weekly - Full Time	04/06 - 04/19	04/19/25	04/21/25	05/02/25	
BW	222	Bi-Weekly - Full Time	04/20 - 05/03	05/03/25	05/05/25	05/16/25	
BW	223	Bi-Weekly - Full Time	05/04 - 05/17	05/17/25	05/19/25	05/30/25	
BW	231	Bi-Weekly - Full Time	05/18 - 05/31	05/31/25	06/02/25	06/13/25	
BW	232	Bi-Weekly - Full Time	06/01 - 06/14	06/14/25	06/16/25	06/27/25	
BW	311	Bi-Weekly - Full Time	06/15-06/28	06/28/25	07/02/25	07/11/25	
BW	312	Bi-Weekly - Full Time	06/29 -07/12	07/12/25	07/14/25	07/25/25	
BW	321	Bi-Weekly - Full Time	07/13 - 07/26	07/26/25	07/28/25	08/08/25	
BW	322	Bi-Weekly - Full Time	07/27 - 08/09	08/09/25	08/11/25	08/22/25	
BW	331	Bi-Weekly - Full Time	08/10 - 08/23	08/23/25	08/25/25	09/05/25	
BW	332	Bi-Weekly - Full Time	08/24 - 09/06	09/06/25	09/08/25	09/19/25	
BW	411	Bi-Weekly - Full Time	09/07 - 09/20	09/20/25	09/22/25	10/03/25	
BW	412	Bi-Weekly - Full Time	09/21 - 10/04	10/04/25	10/06/25	10/17/25	
BW	421	Bi-Weekly - Full Time	10/05 - 10/18	10/18/25	10/20/25	10/31/25	

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BW	422	Bi-Weekly - Full Time	10/19 - 11/01	11/01/25	11/03/25	11/14/25	
BW	423	Bi-Weekly - Full Time	11/02 - 11/15	11/15/25	11/17/25	11/28/25	
BW	431	Bi-Weekly - Full Time	11/16 - 11/29	11/29/25	12/01/25	12/12/25	
BW	432	Bi-Weekly - Full Time	11/30 - 12/13	12/13/25	12/15/25	12/26/25	