



TCP Timesheets are due to Payroll Department by 12:00 PM on the due date noted below. Timesheets received after the deadline may be subject to a delay in the processing of any overtime pay, acting pay, etc. until the subsequent pay date.

IMPORTANT NOTE: All forms are due on Monday prior to the timesheet due date at 5:00 PM. Employee transaction forms are due to Human Resources and all other forms (W-4, Mission Square, Direct Deposit, etc.) are due to Payroll Department.

	2025 Biweekly Pay Period		Timesheet Due Date	Pay Date
#1	12/15/2024	12/28/2024	12/27/2024	01/03/2025
#2	12/29/2024	01/11/2025	01/10/2025	01/17/2025
#3	01/12/2025	01/25/2025	01/24/2025	01/31/2025
#4	01/26/2025	02/08/2025	02/07/2025	02/14/2025
#5	02/09/2025	02/22/2025	02/21/2025	02/28/2025
#6	02/23/2025	03/08/2025	03/07/2025	03/14/2025
#7	03/09/2025	03/22/2025	03/21/2025	03/28/2025
#8	03/23/2025	04/05/2025	04/04/2025	04/11/2025
#9	04/06/2025	04/19/2025	04/18/2025	04/25/2025
#10	04/20/2025	05/03/2025	05/02/2025	05/09/2025
#11	05/04/2025	05/17/2025	05/16/2025	05/23/2025
#12	05/18/2025	05/31/2025	05/30/2025	06/06/2025
#13	06/01/2025	06/14/2025	06/13/2025	06/20/2025
#14	06/15/2025	06/28/2025	06/27/2025	07/03/2025
#15	06/29/2025	07/12/2025	07/11/2025	07/18/2025
#16	07/13/2025	07/26/2025	07/25/2025	08/01/2025
#17	07/27/2025	08/09/2025	08/08/2025	08/15/2025
#18	08/10/2025	08/23/2025	08/22/2025	08/29/2025
#19	08/24/2025	09/06/2025	09/05/2025	09/12/2025
#20	09/07/2025	09/20/2025	09/19/2025	09/26/2025
#21	09/21/2025	10/04/2025	10/03/2025	10/10/2025
#22	10/05/2025	10/18/2025	10/17/2025	10/24/2025
#23	10/19/2025	11/01/2025	10/31/2025	11/07/2025
#24	11/02/2025	11/15/2025	11/14/2025	11/21/2025
#25	11/16/2025	11/29/2025	11/28/2025	12/05/2025
#26	11/30/2025	12/13/2025	12/12/2025	12/19/2025