

December 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 Exempt Pay Day (November 1 st -30 th) Non-Exempt Pay Period Begins (December 1 st -15 th Regular Hours = 88 Hours)	2 Non-Exempt Time Sheets Due to Payroll (November 16 th -30 th Regular Hours = 80 Hours) TimeClock Plus Hours Due by 1pm Central Time	3	4	5	6
7	8	9	10 Non-Exempt Pay Day (November 16 th -30 th)	11 Non-Exempt ePAFs Due to HR (December 1 st -15 th)	12	13
14	15 Exempt Leave Reports Due (November 1 st -30 th) Non-Exempt Pay Period Ends (December 1 st -15 th Regular Hours = 88 Hours)	16 Non-Exempt Pay Period Begins (December 16 th -31 st Regular Hours = 96 Hours)	17 Non-Exempt Time Sheets Due to Payroll (December 1 st -15 th Regular Hours = 88 Hours) TimeClock Plus Hours Due by 1pm Central Time	18 Exempt ePAFs Due to HR	19	20
21	22	23 Non-Exempt Pay Day (December 1 st -15 th) Non-Exempt ePAFs Due to HR (December 16 th -31 st)	24 TTU HOLIDAY TTUHSC HOLIDAY TTUHSC EL PASO HOLIDAY	25 Christmas TTU HOLIDAY TTUHSC HOLIDAY TTUHSC EL PASO HOLIDAY	26 TTU HOLIDAY TTUHSC HOLIDAY TTUHSC EL PASO HOLIDAY	27
28	29 TTU HOLIDAY	30 TTU HOLIDAY	31 TTU HOLIDAY TTUHSC EL PASO HOLIDAY Non-Exempt Pay Period Ends (December 16 th -31 st Regular Hours = 96 Hours)			