



KENNESAW STATE UNIVERSITY

OFFICE OF FISCAL SERVICES
Payroll Services

Annual Payroll Schedule

Biweekly Pay Groups

(Hourly Employees, Student Assistants, and Federal Work Study)

Payroll Period	SPARs Due to Payroll by 5:00 pm	OneUSG Time Entry & Approvals Due by 10:00 am	Pay Date
Dec 22 – Jan 4	Dec 30, 2024	Jan 6, 2025	Jan 10, 2025
Jan 5 - Jan 18	Jan 13, 2025	Jan 17, 2025*	Jan 24, 2025
Jan 19 – Feb 1	Jan 28, 2025	Feb 3, 2025	Feb 7, 2025
Feb 2 -Feb 15	Feb 11, 2025	Feb 17, 2025	Feb 21, 2025
Feb 16 – Mar 1	Feb 25, 2025	Mar 3, 2025	Mar 7, 2025
Mar 2 - Mar 15	Mar 11, 2025	Mar 17, 2025	Mar 21 2025
Mar 16 – Mar 29	Mar 25, 2025	Mar 31, 2025	Apr 4, 2025
Mar 30 - Apr 12	Apr 8, 2025	Apr 14, 2025	Apr 18, 2025
Apr 13 – Apr 26	Apr 22, 2025	Apr 28, 2025	May 2, 2025
Apr 27 - May 10	May 6, 2025	May 12, 2025	May 16, 2025
May 11 – May 24	May 19, 2025	May 23, 2025*	May 30, 2025
May 25 – Jun 7	Jun 3, 2025	Jun 9, 2025	Jun 13, 2025
Jun 8 - Jun 21	Jun 16, 2025	Jun 23, 2025	Jun 27, 2025
Jun 22 – Jul 5	Jun 30, 2025	Jul 7, 2025	Jul 11, 2025
Jul 6 - Jul 19	Jul 15, 2025	Jul 21, 2025	Jul 25, 2025
Jul 20 – Aug 2	Jul 29, 2025	Aug 4, 2025	Aug 8, 2025
Aug 3 - Aug 16	Aug 12, 2025	Aug 18, 2025	Aug 22, 2025
Aug 17 – Aug 30	Aug 25, 2025	Aug 29, 2025*	Sep 5, 2025
Aug 31 - Sep 13	Sep 9, 2025	Sep 15, 2025	Sep 19, 2025
Sep 14 – Sep 27	Sep 23, 2025	Sep 29, 2025	Oct 3, 2025
Sep 28 – Oct 11	Oct 7, 2025	Oct 13, 2025	Oct 17, 2025
Oct 12 - Oct 25	Oct 21, 2025	Oct 27, 2025	Oct 31, 2025
Oct 26 - Nov 8	Nov 3, 2025	Nov 7, 2025*	Nov 14, 2025
Nov 9 – Nov 22	Nov 17, 2025	Nov 21, 2025*	Nov 28, 2025
Nov 23 – Dec 6	Dec 2, 2025	Dec 8, 2025	Dec 12, 2025
Dec 7 – Dec 20	Dec 15, 2025	Dec 19, 2025*	Dec 26, 2025
Dec 21 – Jan 3	Dec 22, 2025	Jan 5, 2026	Jan 9, 2026

Payroll Services

Email - Payroll@Kennesaw.edu

Phone (470) 578-6019 Fax (470) 578-9176

This schedule is subject to change, based on the final Shared Services Center update releases, any update can be found by visiting [Payroll Services](#)



KENNESAW STATE UNIVERSITY

OFFICE OF FISCAL SERVICES
Payroll Services

Annual Payroll Schedule

12 Month Pay Groups

(Twelve Month Faculty, Salaried Administrators and Staff)

Payroll Period	Relocation Reimbursements Due to Payroll by 5:00 pm	SPARs Due to Payroll by 5:00 pm	OneUSG Time Entry & Approvals Due by 5:00 pm	Paycheck Issue Date
Jan 2025	Jan 15, 2025	Jan 17, 2025	Jan 22, 2025	Jan 31, 2025
Feb 2025	Feb 13, 2025	Feb 17, 2025	Feb 19, 2025	Feb 28, 2025
Mar 2025	Mar 14, 2025	Mar 18, 2025	Mar 20, 2025	Mar 31, 2025
Apr 2025	Apr 15, 2025	Apr 17, 2025	Apr 21, 2025	Apr 30, 2025
May 2025	May 12, 2025	May 14, 2025	May 16, 2025	May 30, 2025
Jun 2025	Jun 9, 2025	Jun 11, 2025	Jun 13, 2025	Jun 30, 2025
Jul 2025	Jul 16, 2025	Jul 18, 2025	Jul 22, 2025	Jul 31, 2025
Aug 2025	Aug 14, 2025	Aug 18, 2025	Aug 20, 2025	Aug 29, 2025
Sep 2025	Sep 15, 2025	Sep 17, 2025	Sep 19, 2025	Sep 30, 2025
Oct 2025	Oct 14, 2025	Oct 16, 2025	Oct 20, 2025	Oct 31, 2025
Nov 2025	Nov 10, 2025	Nov 12, 2025	Nov 14, 2025	Nov 28, 2025
Dec 2025	Dec 8, 2025	Dec 10, 2025	Dec 12, 2025	Dec 31, 2025

10 Month Pay Groups

(Ten Month Faculty, Graduate Assistants, and Part-time Faculty)

Payroll Period	Relocation Reimbursements Due to Payroll by 5:00 pm	SPARs Due to Payroll by 5:00 pm	OneUSG Time Entry & Approvals Due by 5:00 pm	Paycheck Issue Date
Jan 2025	Jan 15, 2025	Jan 17, 2025	Jan 22, 2025	Jan 31, 2025
Feb 2025	Feb 13, 2025	Feb 17, 2025	Feb 19, 2025	Feb 28, 2025
Mar 2025	Mar 14, 2025	Mar 18, 2025	Mar 20, 2025	Mar 31, 2025
Apr 2025	Apr 15, 2025	Apr 17, 2025	Apr 21, 2025	Apr 30, 2025
May 2025	May 12, 2025	May 14, 2025	May 16, 2025	May 30, 2025
Jun 2024	See Summer Faculty Payroll Schedule			
Jul 2024				
Aug 2025	Aug 14, 2025	Aug 18, 2025	Aug 20, 2025	Aug 29, 2025
Sep 2025	Sep 15, 2025	Sep 17, 2025	Sep 19, 2025	Sep 30, 2025
Oct 2025	Oct 13, 2025	Oct 16, 2025	Oct 20, 2025	Oct 31, 2025
Nov 2025	Nov 10, 2025	Nov 12, 2025	Nov 14, 2025	Nov 28, 2025
Dec 2025	Dec 8, 2025	Dec 10, 2025	Dec 12, 2025	Dec 31, 2025

Summer Faculty Pay Schedule

Payroll Period	Session	Paycheck Issue Date
Maymester 2025	Summer Session I	May 30, 2025
June 2025	Summer Session I	Jun 30, 2025
July 2025	Summer Session II	Jul 31, 2025

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