

2025 NBER Time Sheet (V1 PSA) SUBMISSION SCHEDULE

| Hours Due Friday, 5pm | Manager Approval Window | Payroll Date |
|-----------------------|-------------------------|-------------------------|
| 01/03/2025 | 01/03/25-01/06/25 | 01/10/2025 (Friday) |
| 01/17/2025 | 01/17/25-01/20/25 | 01/24/2025 (Friday) |
| 01/31/2025 | 01/31/25-02/03/25 | 02/07/2025 (Friday) |
| 02/14/2025 | 02/14/25-02/17/25 | 02/21/2025 (Friday) |
| 02/28/2025 | 02/28/25-03/03/25 | 03/07/2025 (Friday) |
| 03/14/2025 | 03/14/25-03/17/25 | 03/21/2025 (Friday) |
| 03/28/2025 | 03/28/25-03/31/25 | 04/04/2025 (Friday) |
| 04/11/2025 | 04/11/25-04/14/25 | 04/18/2025 (Friday) |
| 04/25/2025 | 04/25/25-04/28/25 | 05/02/2025 (Friday) |
| 05/09/2025 | 05/09/25-05/12/25 | 05/16/2025 (Friday) |
| 05/23/2025 | 05/23/25-05/26/25 | 05/30/2025 (Friday) |
| 06/06/2025 | 06/06/25-06/09/25 | 06/13/2025 (Friday) |
| 06/20/2025 | 06/20/25-06/23/25 | 06/27/2025 (Friday) |
| 07/04/2025 | 07/04/25-07/07/25 | 07/11/2025 (Friday) |
| 07/18/2025 | 07/18/25-07/21/25 | 07/25/2025 (Friday) |
| 08/01/2025 | 08/01/25-08/04/25 | 08/08/2025 (Friday) |
| 08/15/2025 | 08/15/25-08/18/25 | 08/22/2025 (Friday) |
| 08/29/2025 | 08/29/25-09/01/25 | 09/05/2025 (Friday) |
| 09/12/2025 | 09/12/25-09/15/25 | 09/19/2025 (Friday) |
| 09/26/2025 | 09/26/25-09/29/25 | 10/03/2025 (Friday) |
| 10/10/2025 | 10/10/25-10/13/25 | 10/17/2025 (Friday) |
| 10/24/2025 | 10/24/25-10/27/25 | 10/31/2025 (Friday) |
| 11/06/2025 | 11/06/25-11/09/25 | 11/14/2025 (Friday) *** |
| 11/21/2025 | 11/21/25-11/24/25 | 11/28/2025 (Friday) |
| 12/05/2025 | 12/05/25-12/08/25 | 12/12/2025 (Friday) |
| 12/19/2025 | 12/19/25-12/22/25 | 12/26/2025 (Friday) |

***** DUE TO HOLIDAY, TIME SHEETS MUST BE SUBMITTED EARLIER**