## Metro | 2025 Payroll schedule

## **QUESTIONS?**

payroll@oregonmetro.gov 503-797-1632

JANUARY								FEBRUARY							MARCH						
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	
			1	2	3	4							1							1	
5	6	7	8	9	10	11	2	3	4	5	6	7	8	2	3	4	5	6	7	8	
12	13	14	15	16	17	18	9	10	11	12	13	14	15	9	10	11	12	13	14	15	
19	20	21	22	23	24	25	16	17	18	19	20	21	22	16	17	18	19	20	21	22	
26	27	28	29	30	31		23	24	25	26	27	28		23	24	25	26	27	28	29	
														30	31						

	APRIL								MAY							JUNE						
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT		
		1	2	3	4	5					1	2	3	1	2	3	4	5	6	7		
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14		
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21		
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28		
27	28	29	30				25	26	27	28	29	30*	31	29	30							

	JULY							AUGUST								SEPTEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT		
		1	2	3	4	5						1	2		1	2	3	4	5	6		
6	7	8	9	10	11	12	3	4	5	6	7	8	9	7	8	9	10	11	12	13		
13	14	15	16	17	18	19	10	11	12	13	14	15	16	14	15	16	17	18	19	20		
20	21	22	23	24	25	26	17	18	19	20	21	22	23	21	22	23	24	25	26	27		
27	28	29	30	31			24	25	26	27	28	29	30	28	29	30						
							31															

	OCTOBER								NOVEMBER							DECEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT		
			1	2	3	4							1		1	2	3	4	5	6		
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13		
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20		
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27		
26	27	28	29	30	31*		23	24	25	26	27	28	29	28	29	30	31					
							30															

Start of new
pay period

End of pay period

Payday

Metro holiday

New Year's Day	Wednesday, Jan. 1
MLK Jr. Day	Monday, Jan. 20
Presidents' Day	Monday, Feb. 17
Memorial Day	Monday, May 26
Juneteenth	Thursday, June 19
Independence Day	Friday, July 4
Labor Day	Monday, Sept. 1
Veterans Day	Tuesday, Nov. 11
Thanksgiving holiday	Nov. 27 and 28
Christmas	Thursday, Dec. 25

Metro's workweek is Monday (dark yellow) through Sunday (light yellow). Pay periods consist of two workweeks. Paydays (green) are typically on Fridays unless that day is a holiday.

This calendar lists holidays Metro observes (gray). If you are a union represented employee, refer to your union contract to verify paid holidays or holiday premiums. See <u>oregonmetro.gov/jobs</u>

\* In 2024, May and October each have three paydays. Standard deductions, like those for health insurance premiums, are only made for the first two paychecks those months. Voluntary deductions, like contributions to 401K or 457 plans are made every paycheck.

Metro's payroll team is available to walk you through your paycheck information, including different deductions and contributions, and paid time off accruals. Staff can also help you set-up direct deposits for pay, change your mailing address and update tax withholdings.

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