

# 2025 Payroll Schedule for Direct Support Professionals

Documentation for Payroll: DSPs will follow the documentation instructions to document according to their designated PCA Recipient's plan. When the DSP arrives at the PCA Recipient's home they immediately start their documentation to begin their visit. When the DSP has completed the visit, they immediately end their documentation as directed.

Corrections, Additions and PTO submission deadlines: Any corrections, missed documentation or PTO Submissions are due to the Rochester office by 3:00pm every Friday following the pay week by contacting your PCA Program at [pcaprogram@semcil.org](mailto:pcaprogram@semcil.org) or by calling 507-285-3903. Please ensure your corrections are clear and provide dates, times, codes and any reasons for being unable to complete your documentation at the time of the visit.

Holidays shown below are paid at a rate of time and one half when worked.

## 2025 Holidays:

### 2025 Traditional DSP Holidays:

01/01/25 - New Year's Day  
01/20/25 - Martin Luther King Jr. Day  
05/26/25 - Memorial Day  
06/19/25 - Juneteenth  
07/04/25 - Independence Day  
09/01/25 - Labor Day  
11/27/25 & 11/28/25 - Thanksgiving Day  
12/25/25 - Christmas Day

### 2025 Choice DSP Holidays:

01/01/25 - New Year's Day  
01/20/25 - Martin Luther King Jr. Day  
05/26/25 - Memorial Day  
06/19/25 - Juneteenth  
07/04/25 - Independence Day  
09/01/25 - Labor Day  
11/11/25 - Veteran's Day  
11/27/25 - Thanksgiving Day

\* If a pay day lands on a holiday, pay will be available on the day after.

**2025 Payroll Schedule for  
Direct Support Professionals**

Payroll Cycle	12/4/24 - 12/17/24	
Week 1:	12/4 - 12/10	Due 12/13
Week 2:	12/11 - 12/17	Due 12/20
Pay Date	01/02/25	
Payroll Cycle	12/18/24 - 12/31/24	
Week 1:	12/18 - 12/24	Due 12/27
Week 2:	12/25 - 12/31	Due 1/3
Pay Date	01/15/25	
Payroll Cycle	1/1/25 - 1/14/25	
Week 1:	1/1 - 1/7	Due 1/10
Week 2:	1/8 - 1/14	Due 1/17
Pay Date	01/29/25	
Payroll Cycle	1/15/25 - 1/28/25	
Week 1:	1/15 - 1/21	Due 1/24
Week 2:	1/22 - 1/28	Due 1/31
Pay Date	02/12/25	
Payroll Cycle	1/29/25 - 2/11/25	
Week 1:	1/29 - 2/4	Due 2/7
Week 2:	2/5 - 2/11	Due 2/14
Pay Date	02/26/25	
Payroll Cycle	2/12/25 - 2/25/25	
Week 1:	2/12 - 2/18	Due 2/21
Week 2:	2/19 - 2/25	Due 2/28
Pay Date	03/12/25	
Payroll Cycle	2/26/25 - 3/11/25	
Week 1:	2/26 - 3/4	Due 3/7
Week 2:	3/5 - 3/11	Due 3/14
Pay Date	03/26/25	
Payroll Cycle	3/12/25 - 3/25/25	
Week 1:	3/12 - 3/18	Due 3/21
Week 2:	3/19 - 3/25	Due 3/28
Pay Date	04/09/25	
Payroll Cycle	3/26/25 - 4/8/25	
Week 1:	3/26 - 4/1	Due 4/4
Week 2:	4/2 - 4/8	Due 4/11
Pay Date	04/23/25	
Payroll Cycle	4/9/25 - 4/22/25	
Week 1:	4/9 - 4/15	Due 4/18
Week 2:	4/16 - 4/22	Due 4/25
Pay Date	05/07/25	
Payroll Cycle	4/23/25 - 5/6/25	
Week 1:	4/23 - 4/29	Due 5/2
Week 2:	4/30 - 5/6	Due 5/9
Pay Date	05/21/25	
Payroll Cycle	5/7/25 - 5/20/25	
Week 1:	5/7 - 5/13	Due 5/16
Week 2:	5/14 - 5/20	Due 5/23
Pay Date	06/04/25	
Payroll Cycle	5/21/25 - 6/3/25	
Week 1:	5/21 - 5/27	Due 5/30
Week 2:	5/28 - 6/3	Due 6/6
Pay Date	06/18/25	
Payroll Cycle	6/4/25 - 6/17/25	
Week 1:	6/4 - 6/10	Due 6/13
Week 2:	6/11 - 6/17	Due 6/20
Pay Date	07/02/25	

Payroll Cycle	6/18/25 - 7/1/25	
Week 1:	6/18 - 6/24	Due 6/27
Week 2:	6/25 - 7/1	Due 7/4
Pay Date	07/16/25	
Payroll Cycle	7/2/25 - 7/15/25	
Week 1:	7/2 - 7/8	Due 7/11
Week 2:	7/9 - 7/15	Due 7/18
Pay Date	07/30/25	
Payroll Cycle	7/16/25 - 7/29/25	
Week 1:	7/16 - 7/22	Due 7/25
Week 2:	7/23 - 7/29	Due 8/1
Pay Date	08/13/25	
Payroll Cycle	7/30/25 - 8/12/25	
Week 1:	7/30 - 8/5	Due 8/8
Week 2:	8/6 - 8/12	Due 8/15
Pay Date	08/27/25	
Payroll Cycle	8/13/25 - 8/26/25	
Week 1:	8/13 - 8/19	Due 8/22
Week 2:	8/20 - 8/26	Due 8/29
Pay Date	09/10/25	
Payroll Cycle	8/27/25 - 9/9/25	
Week 1:	8/27 - 9/2	Due 9/5
Week 2:	9/3 - 9/9	Due 9/12
Pay Date	09/24/25	
Payroll Cycle	9/10/25 - 9/23/25	
Week 1:	9/10 - 9/16	Due 9/19
Week 2:	9/17 - 9/23	Due 9/26
Pay Date	10/08/25	
Payroll Cycle	9/24/25 - 10/7/25	
Week 1:	9/24 - 9/30	Due 10/3
Week 2:	10/1 - 10/7	Due 10/10
Pay Date	10/22/25	
Payroll Cycle	10/8/25 - 10/21/25	
Week 1:	10/8 - 10/14	Due 10/17
Week 2:	10/15 - 10/21	Due 10/24
Pay Date	11/05/25	
Payroll Cycle	10/22/25 - 11/4/25	
Week 1:	10/22 - 10/28	Due 10/31
Week 2:	10/29 - 11/4	Due 11/7
Pay Date	11/19/25	
Payroll Cycle	11/5/25 - 11/18/25	
Week 1:	11/5 - 11/11	Due 11/14
Week 2:	11/12 - 11/18	Due 11/21
Pay Date	12/03/25	
Payroll Cycle	11/19/25 - 12/2/25	
Week 1:	11/19 - 11/25	Due 11/28
Week 2:	11/26 - 12/2	Due 12/5
Pay Date	12/17/25	
Payroll Cycle	12/3/25 - 12/16/25	
Week 1:	12/3 - 12/9	Due 12/12
Week 2:	12/10 - 12/16	Due 12/19
Pay Date	12/31/25	
Payroll Cycle	12/17/25 - 12/30/25	
Week 1:	12/17 - 12/23	Due 12/26
Week 2:	12/24 - 12/30	Due 1/2
Pay Date	01/14/26	