

JANUARY						
SUN	MON	TUES	WED	THURS	FRI	SAT
			1 University Holiday	2 Off Cycle Form Due by <u>12:00 PM</u> (paid next business day)	3 OFF CYCLE PAY DATE	4
5	6 SM Time Approval Cutoff SM HCM Transaction Completion Cutoff	7 SM Costing Allocation Cutoff	8 Semi Monthly Payroll Finalized	9	10 SEMI MONTHLY PAY DATE (12/16-12/31)	11
12	13 Mass Time Approval for time blocks through 1/4/2025	14 Off Cycle Form Due by <u>12:00 PM</u> (paid next business day)	15 OFF CYCLE PAY DATE	16	17 SM/MO HCM Transaction Completion Cutoff	18
19	20 University Holiday	21 SM Time Approval Cutoff SM/MO Costing Allocation Cutoff	22 Semi Monthly Payroll Finalized	23	24 SEMI MONTHLY PAY DATE (1/1-1/15)	25
26	27	28 Monthly Payroll Finalized	29	30	31 MONTHLY PAY DATE (1/1-1/31)	

FEBRUARY						
SUN	MON	TUES	WED	THURS	FRI	SAT
						1
2	3	4	5	6	7	8
		SM Time Approval Cutoff	SM Costing Allocation Cutoff	Semi Monthly Payroll Finalized		
		SM HCM Transaction Completion Cutoff	Off Cycle Form Due by 12:00 PM (paid next business day)	OFF CYCLE PAY DATE		
9	10	11	12	13	14	15
	SEMI MONTHLY PAY DATE (1/16-1/31)			Mass Time Approval for time blocks through 2/1/2025	OFF CYCLE PAY DATE	
				Off Cycle Form Due by 12:00 PM (paid next business day)		
16	17	18	19	20	21	22
			SM Time Approval Cutoff			
			SM/MO HCM Transaction Completion Cutoff	SM/MO Costing Allocation Cutoff	Semi Monthly Payroll Finalized	
23	24	25	26	27	28	
		Monthly Payroll Finalization				
		SEMI MONTHLY PAY DATE (2/1-2/15)			MONTHLY PAY DATE (2/1-2/28)	

MARCH						
SUN	MON	TUES	WED	THURS	FRI	SAT
						1
2	3	4	5	6	7	8
		SM Time Approval Cutoff	SM Costing Allocation Cutoff	Semi Monthly Payroll Finalized		
		SM HCM Transaction Completion Cutoff	Off Cycle Form Due by 12:00 PM (paid next business day)	OFF CYCLE PAY DATE		
9	10	11	12	13	14	15
	SEMI MONTHLY PAY DATE (2/16-2/28)			Mass Time Approval for time blocks through 3/1/2025	OFF CYCLE PAY DATE	
				Off Cycle Form Due by 12:00 PM (paid next business day)		
16	17	18	19	20	21	22
			SM Time Approval Cutoff			
			SM/MO HCM Transaction Completion Cutoff	SM/MO Costing Allocation Cutoff	Semi Monthly Payroll Finalized	
23	24	25	26	27	28	29
		SEMI MONTHLY PAY DATE (3/1-3/15)	Monthly Payroll Finalization			
30	31					
	MONTHLY PAY DATE (3/1-3/31)					

APRIL						
SUN	MON	TUES	WED	THURS	FRI	SAT
		1	2 Off Cycle Form Due by <u>12:00 PM</u> (paid next business day)	3 OFF CYCLE PAY DATE	4 SM HCM Transaction Completion Cutoff	5
6	7 SM Time Approval Cutoff SM Costing Allocation Cutoff	8 Semi Monthly Payroll Finalized	9	10 SEMI MONTHLY PAY DATE (3/16-3/31)	11 Mass Time Approval for time blocks through 4/5/2025 Off Cycle Form Due by <u>12:00 PM</u> (paid next business day)	12
13	14 OFF CYCLE PAY DATE	15	16	17	18	19
20	21 SM Time Approval Cutoff SM/MO HCM Transaction Completion Cutoff	22 SM/MO Costing Allocation Cutoff	23 Semi Monthly Payroll Finalized	24	25 Monthly Payroll Finalization SEMI MONTHLY PAY DATE (4/1-4/15)	26
27	28	29	30 MONTHLY PAY DATE (4/1-4/30)			

MAY						
SUN	MON	TUES	WED	THURS	FRI	SAT
				1	2	3
4	5 SM Time Approval Cutoff	6 SM Costing Allocation Cutoff	7 Semi Monthly Payroll Finalized	8	9 SEMI MONTHLY PAY DATE (4/16-4/30)	10
11	12	13 Mass Time Approval for time blocks through 5/3/2025	14 OFF CYCLE PAY DATE	15	16	17
		Off Cycle Form Due by 12:00 PM (paid next business day)				
18	19 SM Time Approval Cutoff	20 SM/MO Costing Allocation Cutoff	21 Semi Monthly Payroll Finalized	22	23 SEMI MONTHLY PAY DATE (5/1-5/15)	24
25	26 University Holiday	27 Monthly Payroll Finalized	28	29	30 MONTHLY PAY DATE (5/1-5/31)	31

JUNE						
SUN	MON	TUES	WED	THURS	FRI	SAT
1	2	3	4 SM Time Approval Cutoff SM HCM Transaction Completion Cutoff	5 SM Costing Allocation Cutoff	6 Semi Monthly Payroll Finalized	7
8	9	10 SEMI MONTHLY PAY DATE (5/16-5/31)	11	12 Mass Time Approval for time blocks through 5/31/2025 Off Cycle Form Due by 12:00 PM (paid next business day)	13 OFF CYCLE PAY DATE	14
15	16	17	18	19 SM/MO HCM Transaction Completion Cutoff	20 SM Time Approval Cutoff SM/MO Costing Allocation Cutoff	21
22	23 Semi Monthly Payroll Finalized	24	25 SEMI MONTHLY PAY DATE (6/1-6/15) Monthly Payroll Finalized	26	27	28
29	30 MONTHLY PAY DATE (6/1-6/30)					