

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

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

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

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

NOVEMBER						
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 (10/16-10/31)	11	12	13 Mass Time Approval for time blocks through 11/1/2025 Off Cycle Form Due by 12:00 PM (paid next business day)	14 OFF CYCLE PAY DATE	15
16	17	18 SM Time Approval Cutoff SM/MO HCM Transaction Completion Cutoff	19	20 SM/MO Costing Allocation Cutoff	21 Semi Monthly/Monthly Payroll Finalized	22
23	24	25 SEMI MONTHLY AND MONTHLY PAY DATE (11/1-11/15) (11/1-11/30)	26	27 University Holiday	28 University Holiday	29
30						

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