�
�1�(�: DEADLINE*
Payroll ID and
Number Period Covered
HR Deadline
EPAF/Paperwork Due
Before 4:00 PM
Payroll Deadline
Information received after 9:00
AM on this day will be processed
on the next payroll.
Employee Leave Report
Submission Before 5:00 PM (a)
Approver Leave Report
Approval Before 5:00 PM (a) Check Date
MO/MH/MI 01 12/01/2024 -12/31/2024 12/13/2024* 12/13/2024* 01/10/2025 01/15/2025 01/02/2025
MO/MH/MI 02 01/01/2025 --ῂᇵހ퀁　101������ ������������������ ������
03/05/2025 03/10/2025 03/03/2025
04/05/2025 04/10/2025 04/01/2025
05/05/2025 05/10/2025 05/01/2025
06/05/2025 06/10/2025 06/02/2025
07/05/2025 07/10/2025 07/01/2025
08/05/2025 08/10/2025 08/01/2025
09/05/2025 09/10/2025 09/02/2025
10/05/2025 10/10/2025 10/01/2025
11/05/2025 11/10/2025 11/03/2025
12/05/2025 12/10/2025 12/01/2025
* Deadline change takes affect 1/1/2025
(a) Note -Departmental deadlines may be earlier than payroll deadlines, please always verify with your supervisor.
9/1/2025 -Federal Reserve Holiday -Pay Date 9/2/25
Dates may be subject to change due to unforseen circumstances Revised 12/12/24