

RECURRING AND ADDITIONAL PAYMENT

Form must be received by HR Compensation/Payroll 3 days prior to the Payroll Final (Final Day for Changes)

Reference the schedule below for date entries for the form.

One Time Payment - Enter Payment Date

Recurring Payment - Enter Period Start Date and Period End Date

1st Quarter 2025 Payroll Schedule

ONE TIME PAYMENT - BIWEEKLY								
Payment Date	Period Start Date	Period End Date	Form Must be received by HR Compensation/Payroll Office 3 days prior to Final day for changes		HR Compensation or Payroll Review	HR Records or Payroll Entry	Benefits Review for Retirement Limits	Final Day for Changes
01/09/25	12/13/24	12/26/24	Tuesday	12/31/24	12/31/24	01/01/25	01/02/25	1/3/2025
01/23/25	12/27/24	01/09/25	Monday	01/13/25	01/13/25	01/14/25	01/15/25	1/16/2025
02/06/25	01/10/25	01/23/25	Tuesday	01/28/25	01/28/25	01/29/25	01/30/25	1/31/2025
02/20/25	01/24/25	02/06/25	Tuesday	02/11/25	02/11/25	02/12/25	02/13/25	2/14/2025
03/06/25	02/07/25	02/20/25	Tuesday	02/25/25	02/25/25	02/26/25	02/27/25	2/28/2025
03/20/25	02/21/25	03/06/25	Tuesday	03/11/25	03/11/25	03/12/25	03/13/25	3/14/2025

ONE TIME PAYMENT - MONTHLY								
Payment Date	Period Start Date	Period End Date	Form Must be received by HR Compensation/Payroll Office 3 days prior to Final day for changes		HR Compensation or Payroll Review	HR Records or Payroll Entry	Benefits Review for Retirement Limits	Final Day for Changes
01/31/25	01/01/25	01/31/25	Wednesday	01/22/25	01/22/25	01/23/25	01/24/25	01/27/25
02/28/25	02/01/25	02/28/25	Wednesday	02/19/25	02/19/25	02/20/25	02/21/25	02/24/25
03/31/25	03/01/25	03/31/25	Thursday	03/20/25	03/20/25	03/21/25	03/24/25	03/25/25

RECURRING PAYMENT - MONTHLY								
Payment Date	Period Start Date	Period End Date	Form Must be received by HR Compensation/Payroll Office 3 days prior to Final day for changes		HR Compensation or Payroll Review	HR Records or Payroll Entry	Benefits Review for Retirement Limits	Final Day for Changes
01/31/25	01/01/25 thru 01/31/25	Cannot be past 06/30/25	Wednesday	01/22/25	01/22/25	01/23/25	01/24/25	01/27/25
02/28/25	02/01/25 thru 02/28/25	Cannot be past 06/30/25	Wednesday	02/19/25	02/19/25	02/20/25	02/21/25	02/24/25
03/31/25	03/01/25 thru 03/31/25	Cannot be past 06/30/25	Thursday	03/20/25	03/20/25	03/21/25	03/24/25	03/25/25

Reference the schedule below for date entries for the form.

One Time Payment - Enter Payment Date

Recurring Payment - Enter Period Start Date and Period End Date

2nd Quarter 2024 Payroll Schedule

ONE TIME PAYMENT - BIWEEKLY								
Payment Date	Period Start Date	Period End Date	Form Must be received by HR Compensation/Payroll Office <u>3 days prior to</u> <u>Final day for changes</u>		HR Compensation or Payroll Review	HR Records or Payroll Entry	Benefits Review for Retirement Limits	Final Day for Changes
04/03/25	03/07/25	03/20/25	Tuesday	03/25/25	03/25/25	03/26/25	03/27/25	03/28/25
04/17/25	03/21/25	04/03/25	Tuesday	04/08/25	04/08/25	04/09/25	04/10/25	04/11/25
05/01/25	04/04/25	04/17/25	Tuesday	04/22/25	04/22/25	04/23/25	04/24/25	04/25/25
05/15/25	04/18/25	05/01/25	Tuesday	05/06/25	05/06/25	05/07/25	05/08/25	05/09/25
05/29/25	05/02/25	05/15/25	Monday	05/19/25	05/19/25	05/20/25	05/21/25	05/22/25
06/12/25	05/16/25	05/29/25	Tuesday	06/03/25	06/03/25	06/04/25	06/05/25	06/06/25
06/26/25	05/30/25	06/12/25	Tuesday	06/17/25	06/17/25	06/18/25	06/19/25	06/20/25

ONE TIME PAYMENT - MONTHLY								
Payment Date	Period Start Date	Period End Date	Form Must be received by HR Compensation/Payroll Office <u>3 days prior to</u> <u>Final day for changes</u>		HR Compensation or Payroll Review	HR Records or Payroll Entry	Benefits Review for Retirement Limits	Final Day for Changes
04/30/25	04/01/25	04/30/25	Monday	04/21/25	04/21/25	04/22/25	04/23/25	04/24/25
05/31/25	05/01/25	05/31/25	Wednesday	05/21/25	05/21/25	05/22/25	05/23/25	05/26/25
06/28/25	06/01/25	06/30/25	Thursday	06/19/25	06/19/25	06/20/25	06/23/25	06/24/25

RECURRING PAYMENT - MONTHLY								
Payment Date	Period Start Date	Period End Date	Form Must be received by HR Compensation/Payroll Office <u>3 days prior to</u> <u>Final day for changes</u>		HR Compensation or Payroll Review	HR Records or Payroll Entry	Benefits Review for Retirement Limits	Final Day for Changes
04/30/25	04/01/25 thru 4/30/25	Cannot be past 06/30/25	Monday	04/21/25	04/21/25	04/22/25	04/23/25	04/24/25
05/31/25	05/31/25 thru 05/31/25	Cannot be past 06/30/25	Wednesday	05/21/25	05/21/25	05/22/25	05/23/25	05/26/25
06/28/25	06/01/25 thru 06/30/25	Cannot be past 06/30/25	Thursday	06/19/25	06/19/25	06/20/25	06/23/25	06/24/25

Reference the schedule below for date entries for the form.

One Time Payment - Enter Payment Date

Recurring Payment - Enter Period Start Date and Period End Date

3rd Quarter 2024 Payroll Schedule

ONE TIME PAYMENT - BIWEEKLY								
Payment Date	Period Start Date	Period End Date	Form Must be received by HR Compensation/Payroll Office <u>3 days prior to</u> <u>Final day for changes</u>		HR Compensation or Payroll Review	HR Records or Payroll Entry	Benefits Review for Retirement Limits	Final Day for Changes
07/10/25	06/13/25	06/26/25	Tuesday	07/01/25	07/01/25	07/02/25	07/03/25	07/04/25
07/24/25	06/27/25	07/10/25	Tuesday	07/15/25	07/15/25	07/16/25	07/17/25	07/18/25
08/07/25	07/11/25	07/24/25	Tuesday	07/29/25	07/29/25	07/30/25	07/31/25	08/01/25
08/21/25	07/25/25	08/07/25	Tuesday	08/12/25	08/12/25	08/13/25	08/14/25	08/15/25
09/04/25	08/08/25	08/21/25	Monday	08/25/25	08/25/25	08/26/25	08/27/25	08/28/25
09/18/25	08/22/25	09/04/25	Tuesday	09/09/25	09/09/25	09/10/25	09/11/25	09/12/25

ONE TIME PAYMENT - MONTHLY								
Payment Date	Period Start Date	Period End Date	Form Must be received by HR Compensation/Payroll Office <u>3 days prior to</u> <u>Final day for changes</u>		HR Compensation or Payroll Review	HR Records or Payroll Entry	Benefits Review for Retirement Limits	Final Day for Changes
07/31/25	07/01/25	07/31/25	Tuesday	07/22/25	07/22/25	07/23/25	07/24/25	07/25/25
08/30/25	08/01/25	08/31/25	Wednesday	08/20/25	08/22/25	08/21/25	08/22/25	08/25/25
09/30/25	09/01/25	09/30/25	Friday	09/19/25	09/19/25	09/22/25	09/23/25	09/24/25

RECURRING PAYMENT - MONTHLY								
Payment Date	Period Start Date	Period End Date	Form Must be received by HR Compensation/Payroll Office <u>3 days prior to</u> <u>Final day for changes</u>		HR Compensation or Payroll Review	HR Records or Payroll Entry	Benefits Review for Retirement Limits	Final Day for Changes
07/31/25	07/01/25 thru 07/31/25	Cannot be past 06/30/26	Tuesday	07/22/25	07/22/25	07/23/25	07/24/25	07/25/25
08/30/25	08/01/25 thru 08/31/25	Cannot be past 06/30/26	Wednesday	08/20/25	08/22/25	08/21/25	08/22/25	08/25/25
09/30/25	09/01/25 thru 09/30/25	Cannot be past 06/30/26	Friday	09/19/25	09/19/25	09/22/25	09/23/25	09/24/25

Reference the schedule below for date entries for the form.

One Time Payment - Enter Payment Date

Recurring Payment - Enter Period Start Date and Period End Date

4th Quarter 2024 Payroll Schedule

ONE TIME PAYMENT - BIWEEKLY								
Payment Date	Period Start Date	Period End Date	Form Must be received by HR Compensation/Payroll Office 3 days prior to Final day for changes		HR Compensation or Payroll Review	HR Records or Payroll Entry	Benefits Review for Retirement Limits	Final Day for Changes
10/02/25	09/05/25	09/18/25	Tuesday	09/23/25	09/23/25	09/24/25	09/25/25	09/26/25
10/16/25	09/19/25	10/02/25	Tuesday	10/07/25	10/07/25	10/08/25	10/09/25	10/10/25
10/30/25	10/03/25	10/16/25	Tuesday	10/21/25	10/21/25	10/22/25	10/23/25	10/24/25
11/13/25	10/17/25	10/30/25	Tuesday	11/04/25	11/04/25	11/05/25	11/06/25	11/07/25
11/26/25	10/31/25	11/13/25	Monday	11/17/25	11/17/25	11/18/25	11/19/25	11/20/25
12/11/25	11/14/25	11/27/25	Tuesday	12/02/25	12/02/25	12/03/25	12/04/25	12/05/25
12/25/25	11/28/25	12/11/25	Monday	12/15/25	12/15/25	12/16/25	12/17/25	12/18/25

ONE TIME PAYMENT - MONTHLY								
Payment Date	Period Start Date	Period End Date	Form Must be received by HR Compensation/Payroll Office 3 days prior to Final day for changes		HR Compensation or Payroll Review	HR Records or Payroll Entry	Benefits Review for Retirement Limits	Final Day for Changes
10/31/25	10/01/25	10/31/25	Wednesday	10/22/25	10/22/25	10/23/25	10/24/25	10/27/25
11/29/25	11/01/25	11/30/25	Tuesday	11/18/25	11/18/25	11/19/25	11/20/25	11/21/25
12/31/25	12/01/25	12/31/25	Wednesday	12/17/25	12/17/25	12/18/25	12/19/25	12/22/25

RECURRING PAYMENT - MONTHLY								
Payment Date	Period Start Date	Period End Date	Form Must be received by HR Compensation/Payroll Office 3 days prior to Final day for changes		HR Compensation or Payroll Review	HR Records or Payroll Entry	Benefits Review for Retirement Limits	Final Day for Changes
10/31/25	10/01/25 thru 10/31/25	Cannot be past 06/30/26	Wednesday	10/22/25	10/22/25	10/23/25	10/24/25	10/27/25
11/29/25	11/01/25 thru 11/30/25	Cannot be past 06/30/26	Tuesday	11/18/25	11/18/25	11/19/25	11/20/25	11/21/25
12/31/25	12/01/25 thru 12/31/25	Cannot be past 06/30/26	Wednesday	12/17/25	12/17/25	12/18/25	12/19/25	12/22/25