

HR/Payroll Processing/Deadline Calendar

December 2024

December 2024						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2025						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Dec 2 10:00 am Weekly RAP Approval 10:00 am Weekly Time Approval Weekly Payroll Processed	3 5:00pm Weekly HR Transactions	4 Weekly Pay Day	5 3:00pm Weekly Time Approval 5:00 pm Weekly RAP Approval	6 Weekly Payroll Processed
9 12:00pm Semi HR Transactions	10 5:00pm Semi RAP Approval 5:00pm Weekly HR Transactions	11 Semi Payroll Processed Weekly Pay Day	12 3:00pm Weekly Time Approval 5:00 pm Weekly RAP Approval	13 Weekly Payroll Processed
16 Semi Pay Day	17 12:00pm Semi HR Transactions 5:00pm Weekly HR Transactions	18 5:00pm Semi RAP Approval Weekly Pay Day	19 3:00pm Weekly Time Approval 5:00 pm Weekly RAP Approval Semi Payroll Processed	20 Weekly Payroll Processed
23 Orange Appreciation Day	24 Bonus Day Weekly Pay Day 5:00pm Weekly HR Transactions	25 Holiday	26 3:00pm Weekly Time Approval 5:00 pm Weekly RAP Approval Orange Appreciation Day	27 Orange Appreciation Day Weekly Payroll Processed
30 Orange Appreciation Day	31 Bonus Day Semi Pay Day Weekly Pay Day 5:00pm Weekly HR Transactions	Jan 1, 25	2	3