

HR/Payroll Processing/Deadline Calendar

February 2025

February 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	

March 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
Feb 3 5:00pm Semi RAP Approval	4 5:00pm Weekly HR Transactions	5 Weekly Pay Day	6 3:00pm Weekly Time Approval 5:00 pm Weekly RAP Approval	7 12:00pm Semi HR Transactions Weekly Payroll Processed
10 5:00pm Semi RAP Approval	11 Semi Payroll Processed 5:00pm Weekly HR Transactions	12 Weekly Pay Day	13 3:00pm Weekly Time Approval 5:00 pm Weekly RAP Approval	14 Semi Pay Day Weekly Payroll Processed
17	18 5:00pm Weekly HR Transactions	19 Weekly Pay Day	20 3:00pm Weekly Time Approval 5:00 pm Weekly RAP Approval	21 12:00pm Semi HR Transactions Weekly Payroll Processed
24 5:00pm Semi RAP Approval	25 Semi Payroll Processed 5:00pm Weekly HR Transactions	26 Weekly Pay Day	27 3:00pm Weekly Time Approval 5:00 pm Weekly RAP Approval	28 Semi Pay Day Weekly Payroll Processed