

# HR/Payroll Processing/Deadline Calendar

## January 2025

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	

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	

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Dec 30	31	Jan 1, 25   Holiday	2   3:00pm Weekly Time Approval   5:00 pm Weekly RAP Approval	3   Weekly Payroll Processed
6	7   12:00pm Semi HR Transactions   5:00pm Weekly HR Transactions	8   5:00pm Semi RAP Approval   Weekly Pay Day	9   3:00pm Weekly Time Approval   5:00 pm Weekly RAP Approval   Semi Payroll Processed	10   Weekly Payroll Processed
13	14   5:00pm Weekly HR Transactions	15   Semi Pay Day   Weekly Pay Day	16   3:00pm Weekly Time Approval   5:00 pm Weekly RAP Approval	17   Weekly Payroll Processed
20   Holiday	21   5:00pm Weekly HR Transactions	22   Weekly Pay Day	23   3:00pm Weekly Time Approval   5:00 pm Weekly RAP Approval	24   12:00pm Semi HR Transactions   Weekly Payroll Processed
27   5:00pm Semi RAP Approval	28   Semi Payroll Processed   5:00pm Weekly HR Transactions	29   Weekly Pay Day	30   3:00pm Weekly Time Approval   5:00 pm Weekly RAP Approval	31   Semi Pay Day   Weekly Payroll Processed