

HR/Payroll Processing/Deadline Calendar

April 2025

April 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			

May 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
Mar 31	Apr 1 5:00pm Weekly HR Transactions	2 Weekly Pay Day	3 3:00pm Weekly Time Approval 5:00pm Weekly RAP Approval	4 Weekly Payroll Processed
7 5:00pm Weekly HR Transactions	8 12:00pm Semi HR Transactions 5:00pm Semi RAP Approval	9 Semi Payroll Processed Weekly Pay Day	10 3:00pm Weekly Time Approval 5:00pm Weekly RAP Approval	11 Weekly Payroll Processed
14	15 Semi Pay Day 5:00pm Weekly HR Transactions	16 Weekly Pay Day	17 3:00pm Weekly Time Approval 5:00pm Weekly RAP Approval	18 Weekly Payroll Processed
21	22 12:00pm Semi HR Transactions 5:00pm Weekly HR Transactions	23 Weekly Pay Day 5:00pm Semi RAP Approval	24 Semi Payroll Processed 3:00pm Weekly Time Approval 5:00pm Weekly RAP Approval	25 Weekly Payroll Processed
28	29 5:00pm Weekly HR Transactions	30 Semi Pay Day Weekly Pay Day	May 1	2