

HR/Payroll Processing/Deadline Calendar

March 2025

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

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Mar 3 	4 5:00pm Weekly HR Transactions 	5 Weekly Pay Day 	6 3:00pm Weekly Time Approval 5:00pm Weekly RAP Approval 	7 Weekly Payroll Processed 12:00pm Semi HR Transactions
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 5:00pm 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 5:00pm Weekly RAP Approval 	21 Weekly Payroll Processed
24 12:00pm Semi HR Transactions 	25 5:00pm Semi RAP Approval 5:00pm Weekly HR Transactions 	26 Semi Payroll Processed Weekly Pay Day 	27 3:00pm Weekly Time Approval 5:00pm Weekly RAP Approval 	28 Weekly Payroll Processed
31 Semi Pay Day 	Apr 1 	2 	3 	4