

# HR/Payroll Processing/Deadline Calendar

## May 2025

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

June 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					

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Apr 28	29	30	May 1 3:00pm Weekly Time Approval 5:00pm Weekly RAP Approval	2 Weekly Payroll Processed
5	6 5:00pm Weekly HR Transactions	7 Weekly Pay Day	8 12:00pm Semi HR Transactions 3:00pm Weekly Time Approval 5:00pm Weekly RAP Approval	9 Weekly Payroll Processed 5:00pm Semi RAP Approval
12 Semi Payroll Processed	13 5:00pm Weekly HR Transactions	14 Weekly Pay Day	15 Semi Pay Day 3:00pm Weekly Time Approval 5:00pm Weekly RAP Approval	16 Weekly Payroll Processed
19	20 5:00pm Weekly HR Transactions	21 Weekly Pay Day	22 12:00pm Semi HR Transactions 3:00pm Weekly Time Approval 5:00pm Weekly RAP Approval	23 Weekly Payroll Processed 5:00pm Semi RAP Approval
26 Holiday	27 Semi Payroll Processed 5:00pm Weekly HR Transactions	28 Weekly Pay Day	29 3:00pm Weekly Time Approval 5:00pm Weekly RAP Approval	30 Semi Pay Day Weekly Payroll Processed