

HR/Payroll Processing/Deadline Calendar

December 2025

Monday	Tuesday	Wednesday	Thursday	Friday
1 Weekly Payroll Processed 10:00am Weekly Time Approval 10:00am Weekly RAP Approval	2 5:00pm Weekly HR Transactions	3 Weekly Pay Day	4 3:00pm Weekly Time Approval 5:00pm Weekly RAP Approval	5 Weekly Payroll Processed
8 5:00pm Semi HR Transactions	9 5:00pm Semi RAP Approval 5:00pm Weekly HR Transactions	10 Weekly Pay Day Semi Payroll Processed	11 3:00pm Weekly Time Approval 5:00pm Weekly RAP Approval	12 Weekly Payroll Processed
15 Semi Pay Day	16 5:00pm Weekly HR Transactions	17 Weekly Pay Day	18 3:00pm Weekly Time Approval 5:00pm Weekly RAP Approval	19 Weekly Payroll Processed 5:00pm Semi HR Transactions
22 5:00pm Semi RAP Approval	23 Semi Payroll Processed 5:00pm Weekly HR Transactions	24 Weekly Pay Day	25 Holiday	26 Bonus
29 Orange Appreciation Day Weekly Payroll Processed 10:00am Weekly Time Approval 10:00am Weekly RAP Approval	30 Orange Appreciation Day	31 Bonus Day Semi Pay Day Weekly Pay Day		