

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|--|--|--|--|--|-----|
| | | | 1 New Year's Day | 2 AU Holiday | 3 AU Holiday BW 1 pay date | 4 |
| 5 | 6 | 7 F9 1 EPAF all approvals by Noon | 8 F9 1 Late Pays/LWOP approvals by 2 pm | 9 BW 2 EPAF all approvals by Noon | 10 F9 1 Runs BW 2 Late Pay/LWOP approvals by 2 pm | 11 |
| 12 | 13 BW 2 Timecard review finalized/locked for editing 12 pm (Noon) | 14 BW 2 Runs | 15 F9 1 pay date | 16 | 17 BW 2 pay date | 18 |
| 19 | 20 Martin Luther King Jr. | 21 F9 2 EPAF all approvals by Noon | 22 F9 2 Late Pays/LWOP approvals by 2 pm | 23 BW 3 EPAF all approvals by Noon | 24 F9 2 Runs BW 3 Late Pay/LWOP approvals by 2 pm MN 1 EPAF all approvals by Noon | 25 |
| 26 | 27 BW 3 Timecard review finalized/locked for editing 12 pm (Noon) MN 1 Late Pays/LWOP approvals by 2 pm | 28 BW 3 Runs | 29 MN 1 Runs | 30 | 31 BW 3 pay date F9 2 pay date MN 1 pay date | |

| February 2025 | | | | | | |
|---------------|--|--|--|--|--|-----|
| ◀ Jan 2025 | | | | | Mar 2025 ▶ | |
| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
| | | | | | | 1 |
| 2 | 3 Bank Holiday | 4 F9/MN Leave approval by 4:45 | 5 PLOP Runs | 6 BW 4 EPAF all approvals by Noon | 7 F9 3 EPAF all approvals by Noon BW 4 Late Pay/LWOP approvals by 2 pm | 8 |
| 9 | 10 BW 4 Timecard review finalized/locked for editing 12 pm (Noon) F9 3 Late Pays/LWOP approvals by 2 pm | 11 BW 4 Runs | 12 F9 3 Runs | 13 | 14 BW 4 pay date F9 3 pay date | 15 |
| 16 | 17 | 18 F9 4 EPAF all approvals by Noon | 19 F9 4 Late Pays/LWOP approvals by 2 pm | 20 BW 5 EPAF all approvals by Noon | 21 F9 4 Runs MN 2 EPAF all approvals by Noon BW 5 Late Pay/LWOP approvals by 2 pm | 22 |
| 23 | 24 BW 5 Timecard review finalized/locked for editing 12 pm (Noon) MN 2 Late Pays/LWOP approvals by 2 pm | 25 BW 5 Runs | 26 MN 2 Runs | 27 | 28 BW 5 pay date F9 4 pay date MN 2 pay date | |

◀ Feb 2025

March 2025

Apr 2025 ▶

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|--|---|-----------------|--|---|-----|
| | | | | | | 1 |
| 2 | 3 | 4 F9/MN Leave approval by 4:45 | 5 PLOP Runs | 6 BW 6 EPAF all approvals by Noon | 7 F9 5 EPAF all approvals by Noon BW 6 Late Pay/LWOP approvals by 2 pm | 8 |
| 9 | 10 BW 6 Timecard review finalized/locked for editing 12 pm (Noon) F9 5 Late Pays/LWOP approvals by 2 pm | 11 BW 6 Runs | 12 F9 5 Runs | 13 | 14 BW 6 pay date F9 5 pay date | 15 |
| 16 | 17 | 18 | 19 | 20 BW 7 EPAF all approvals by Noon | 21 F9 6 EPAF all approvals by Noon BW 7 Late Pay/LWOP approvals by 2 pm | 22 |
| 23 | 24 BW 7 Timecard review finalized/locked for editing 12 pm (Noon) F9 6 Late Pays/LWOP approvals by 2 pm MN 3 EPAF all approvals by Noon | 25 BW 7 Runs MN 3 Late Pays/LWOP approvals by 2 pm | 26 F9 6 Runs | 27 MN 3 Runs | 28 BW 7 pay date | 29 |
| 30 | 31 F9 6 pay date MN 3 pay date | | | | | |

◀ Mar 2025

April 2025

May 2025 ▶

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|--|---|--|--|---|-----|
| | | 1 | 2 F9/MN Leave approval by 4:45 | 3 PLOP Runs BW 8 EPAF all approvals by Noon | 4 BW 8 Late Pay/LWOP approvals by 2 pm | 5 |
| 6 | 7 BW 8 Timecard review finalized/locked for editing 12 pm (Noon) | 8 BW 8 Runs F9 7 EPAF all approvals by Noon | 9 F9 7 Late Pays/LWOP approvals by 2 pm | 10 | 11 F9 7 Runs BW 8 pay date | 12 |
| 13 | 14 | 15 F9 7 pay date | 16 | 17 BW 9 EPAF all approvals by Noon | 18 BW 9 Late Pay/LWOP approvals by 2 pm | 19 |
| 20 | 21 BW 9 Timecard review finalized/locked for editing 12 pm (Noon) | 22 BW 9 Runs F9 8 EPAF all approvals by Noon | 23 F9 8 Late Pays/LWOP approvals by 2 pm MN 4 EPAF all approvals by Noon | 24 MN 4 Late Pays/LWOP approvals by 2 pm | 25 F9 8 Runs BW 9 pay date | 26 |
| 27 | 28 MN 4 Runs | 29 | 30 F9 8 pay date MN 4 pay date | | | |

| May 2025 | | | | | | |
|--|---|---|---|---|---|------------|
| ◀ Apr 2025 | | | | | | Jun 2025 ▶ |
| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
| All leave is processed with the payroll going forward. | | | | 1 BW 10 EPAF all approvals by Noon | 2 BW 10 Late Pay/LWOP approvals by 2 pm | 3 |
| 4 | 5 BW 10 Timecard review finalized/locked for editing 12 pm (Noon) | 6 BW 10 Runs F9/MN Leave approval by 4:45 | 7 PLOP Runs | 8 F9 9 EPAF all approvals by Noon | 9 F9 9 Late Pays/LWOP approvals by 2 pm BW 10 pay date | 10 |
| 11 | 12 | 13 F9 9 Runs | 14 | 15 F9 9 pay date BW 11 EPAF all approvals by Noon | 16 BW 11 Late Pay/LWOP approvals by 2 pm | 17 |
| 18 | 19 BW 11 Timecard review finalized/locked for editing 12 pm (Noon) | 20 BW 11 Runs SF 1 EPAF all approvals by Noon | 21 SF 1 Late Pays/LWOP approvals by 2 pm | 22 MN 5 EPAF all approvals by Noon | 23 BW 11 pay date MN 5 Late Pays/LWOP approvals by 2 pm SF 1 Runs | 24 |
| 25 | 26 Memorial Day | 27 | 28 MN 5 Runs | 29 BW 12 EPAF all approvals by Noon | 30 SF 1 pay date MN 5 pay date BW 12 Late Pay/LWOP approvals by 2 pm | 31 |

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----------|---|-------------------------|---|--|---|-----------|
| 1 | 2 BW 12 Timecard review finalized/locked for editing 12 pm (Noon) | 3 BW 12 Runs | 4 F9/MN Leave approval by 4:45 | 5 PLOP Runs | 6 SF 2 EPAF all approvals by Noon BW 12 pay date | 7 |
| 8 | 9 SF 2 Late Pays/LWOP approvals by 2 pm | 10 | 11 SF 2 Runs | 12 BW 13 EPAF all approvals by Noon | 13 SF 2 pay date BW 13 Late Pay/LWOP approvals by 2 pm | 14 |
| 15 | 16 BW 13 Timecard review finalized/locked for editing 12 pm (Noon) | 17 BW 13 Runs | 18 SF 3 EPAF all approvals by Noon | 19 Juneteenth | 20 BW 13 pay date SF 3 Late Pays/LWOP approvals by 2 pm MN 6 EPAF all approvals by Noon | 21 |
| 22 | 23 MN 6 Late Pays/ LWOP approvals by 2 pm | 24 SF 3 Runs | 25 MN 6 Runs | 26 BW 14 EPAF all approvals by Noon | 27 BW 14 Late Pay/LWOP approvals by 2 pm | 28 |
| 29 | 30 BW 14 Timecard review finalized/locked for editing 12 pm (Noon) SF 3 pay date MN 6 pay date | | | | | |

◀ Jun 2025

July 2025

Aug 2025 ▶

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----------|--|---|---|--|---|-----------|
| | | 1 BW 14 Runs | 2 | 3 BW 14 pay date F9/MN Leave approval by 4:45 | 4 Independence Day | 5 |
| 6 | 7 SF 4 EPAF all approvals by Noon Plop Runs | 8 SF 4 Late Pays/LWOP approvals by 2 pm | 9 | 10 SF 4 Runs BW 15 EPAF all approvals by Noon | 11 BW 15 Late Pay/LWOP approvals by 2 pm | 12 |
| 13 | 14 BW 15 Timecard review finalized/locked for editing 12 pm (Noon) | 15 BW 15 Runs SF 4 pay date | 16 | 17 | 18 BW 15 pay date | 19 |
| 20 | 21 SF 5 EPAF all approvals by Noon | 22 SF 5 Late Pays/LWOP approvals by 2 pm MN 7 EPAF all approvals by Noon | 23 MN 7 Late Pays/LWOP approvals by 2pm | 24 BW 16 EPAF all approvals by Noon SF 5 Runs | 25 MN 7 Runs BW 16 Late Pay/LWOP approvals by 2 pm | 26 |
| 27 | 28 BW 16 Timecard review finalized/locked for editing 12 pm (Noon) | 29 BW 16 Runs | 30 | 31 SF 5 pay date MN 7 pay date | | |

◀ Jul 2025

August 2025

Sep 2025 ▶

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----------|--|---|---|---|--|-----------|
| | | | | | 1 BW 16 pay date | 2 |
| 3 | 4 | 5 F9/MN Leave approval by 4:45 | 6 BW 17 EPAF all approvals by Noon PLOP Runs | 7 BW 17 Late Pay/LWOP approvals by 2 pm | 8 SF 6 EPAF all approvals by Noon | 9 |
| 10 | 11 BW 17 Timecard review finalized/locked for editing 12 pm (Noon) SF 6 Late Pays/LWOP approvals by 2 pm | 12 BW 17 Runs | 13 SF 6 Runs | 14 | 15 BW 17 pay date SF 6 pay date | 16 |
| 17 | 18 | 19 MN 8 EPAF all approvals by Noon | 20 BW 18 EPAF all approvals by Noon MN 8 Late Pays/ LWOP approvals by 2pm | 21 BW 18 Late Pay/LWOP approvals by 2 pm | 22 MN 8 Runs F9 10 EPAF all approvals by Noon | 23 |
| 24 | 25 BW 18 Timecard review finalized/locked for editing 12 pm (Noon) F9 10 Late Pays/LWOP approvals by 2 pm | 26 BW 18 Runs | 27 F9 10 Runs | 28 | 29 BW 18 pay date F9 10 pay date MN 8 pay date | 30 |
| 31 | | | | | | |

| September 2025 | | | | | | |
|----------------|---|--|---|--|---|------------|
| ◀ Aug 2025 | | | | | | Oct 2025 ▶ |
| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
| | 1 Labor Day | 2 | 3 | 4 BW 19 EPAF all approvals by Noon F9/MN Leave approval by 4:45 | 5 BW 19 Late Pay/LWOP approvals by 2 pm PLOP Runs GA Spec Late pays due by 12pm | 6 |
| 7 | 8 BW 19 Timecard review finalized/locked for editing 12 pm (Noon) F9 11 EPAF all approvals by Noon | 9 BW 19 Runs F9 11 Late Pays/LWOP approvals by 2 pm | 10 GA Special Pay Run | 11 F9 11 Runs | 12 BW 19 pay date GA Special Payday | 13 |
| 14 | 15 F9 11 pay date | 16 | 17 | 18 BW 20 EPAF all approvals by Noon | 19 BW 20 Late Pay/LWOP approvals by 2 pm | 20 |
| 21 | 22 BW 20 Timecard review finalized/locked for editing 12 pm (Noon) F9 12 EPAF all approvals by Noon | 23 BW 20 Runs F9 12 Late Pays/LWOP approvals by 2 pm MN 9 EPAF All approvals by Noon | 24 MN 9 Late Pays/ LWOP approvals by 2 pm | 25 F9 12 Runs | 26 BW 20 pay date MN 9 Runs | 27 |
| 28 | 29 | 30 F9 12 pay date MN 9 pay date | | | | |

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----------|--|--|--|--|--|-----------|
| | | | 1 | 2 BW 21 EPAF all approvals by Noon F9/MN Leave approval by 4:45 | 3 BW 21 Late Pay/LWOP approvals by 2 pm PLOP Runs | 4 |
| 5 | 6 BW 21 Timecard review finalized/locked for editing 12 pm (Noon) | 7 BW 21 Runs F9 13 EPAF all approvals by Noon | 8 F9 13 Late Pays/LWOP approvals by 2 pm | 9 | 10 F9 13 Runs BW 21 pay date | 11 |
| 12 | 13 <i>Bank Holiday</i> | 14 | 15 F9 13 pay date | 16 BW 22 EPAF all approvals by Noon | 17 BW 22 Late Pay/LWOP approvals by 2 pm | 18 |
| 19 | 20 BW 22 Timecard review finalized/locked for editing 12 pm (Noon) | 21 BW 22 Runs | 22 | 23 F9 14 EPAF all approvals by Noon | 24 F9 14 Late Pays/LWOP approvals by 2 pm MN 10EPAF all approvals by Noon BW 22 pay date | 25 |
| 26 | 27 MN 10 Late Pays/LWOP approvals by 2 pm | 28 F9 14 Runs | 29 MN 10 Runs | 30 BW 23 EPAF all approvals by Noon | 31 F9 14 pay date MN 10 pay date BW 23 Late Pay/LWOP approvals by 2 pm | |

| November 2025 | | | | | | |
|---------------|--|---|---|---|--|-----|
| ◀ Oct 2025 | | | | | | |
| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
| | | | | | | 1 |
| 2 | 3 BW 23 Timecard review finalized/locked for editing 12 pm (Noon) | 4 BW 23 Runs F9/MN Leave approval by 4:45 | 5 PLOP Runs | 6 | 7 F9 15 EPAF all approvals by Noon BW 23 pay date | 8 |
| 9 | 10 F9 15 Late Pays/LWOP approvals by 2 pm | 11 <i>Bank Holiday</i> | 12 F9 15 Runs | 13 BW 24 EPAF all approvals by Noon | 14 F9 15 pay date BW 24 Late Pay/LWOP approvals by 2 pm | 15 |
| 16 | 17 BW 24 Timecard review finalized/locked for editing 12 pm (Noon) | 18 BW 24 Runs F9 16 EPAF all approvals by Noon | 19 F9 16 Late Pays/ LWOP approvals by 2 pm MN 11 EPAF all approvas by Noon | 20 MN 11 Late Pays/ LWOP approvals by 2 pm | 21 F9 16 Runs BW 24 pay date | 22 |
| 23 | 24 MN 11 Runs BW 25 EPAF all approvals by Noon | 25 BW 25 Late Pay/LWOP approvals by 2 pm | 26 AU Holiday | 27 Thanksgiving Day | 28 AU Holiday F9 16 pay date MN 11 pay date | 29 |
| 30 | | | | | | |

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|--|--|---|---|--|---|--|
| | 1 BW 25 Timecard review finalized/locked for editing 12 pm (Noon) | 2 BW 25 Runs | 3 F9/MN Leave approvaal by 4:45pm | 4 PLOP Runs | 5 BW 25 pay date | 6 **See LEAVE DEADLINES Below. |
| 7 **See LEAVE DEADLINES Below. | 8 F9 17 EPAF all approvals by Noon | 9 F9 17 Late Pays/LWOP approvals by 2 pm | 10 F9 17 Leave approved by 2 pm | 11 F9 17 Runs BW 26 EPAF all approvals by Noon | 12 BW 26 Late Pay/LWOP approvals by 2 pm | 13 **See LEAVE DEADLINES Below. |
| 14 **See LEAVE DEADLINES Below. | 15 BW 26 Timecard review finalized/locked for editing 12 pm (Noon) F9 17 pay date F9 18 EPAF all approvals by Noon | 16 BW 26 Runs F9 18 Late Pays/LWOP approvals by 2 pm MN 12 EPAF all approvals by Noon | 17 F9 18 Leave approved by 2 pm MN 12 Late Pays/LWOP approvals by 2 pm | 18 F9 18 Runs BW 1 EPAF all approvals by Noon MN 12 Leave approved by 2 pm | 19 MN 12 Runs BW 26 pay date BW 1 Late Pay/LWOP approvals by 2 pm | 20 |
| 21 | 22 AU Holiday | 23 AU Holiday | 24 AU Holiday | 25 Christmas | 26 AU Holiday | 27 |
| 28 | 29 AU Holiday BW 1 Timecard review finalized/locked for editing 9 am BW 1 Runs | 30 AU Holiday | 31 AU Holiday F9 18 pay date MN 12 pay date | | | |