

# April 2025

Deadlines Subject to Change: Final Version E-Mailed Monthly

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
		1	2	3	4	5	
		SM8 & MN4 Open for Entry			SM7 Entry Closes at Noon		
6	7	8	9	10	11	12	
	SM7 Deduction Upload by Noon Approvals by 3:00				GATA MN4 EPAFs Completed		
13	14	15	16	17	18	19	
	<b>BOM</b> FLAC Entry by 1:00 PM	Contracts/PSAs Due in Payroll	SM9 Open for Entry		<b>HRS</b> Faculty FLAC/EPAFs Submitted by 1:00 PM		
		<b>PAYDAY SM7</b>					
20	21	22	23	No Manual Cks 24	No Manual Cks 25	26	
	SM8 & MN4 Entry Closes at Noon	SM8 & MN4 Deduction Upload by Noon Approvals by 3:00					
27	28	29	30				
			<b>PAYDAY SM8 &amp; MN4</b>	PAY ID	Work Cycle	Time Entry Date	Payday
				SM7	03/16 – 03/31	03/16 – 04/04	04/15 Tues
				SM8	04/01 – 04/15	04/01 – 04/21	04/30 Wed
				<b>MN4</b>	<b>04/01 – 04/30</b>	<b>04/01 – 04/21</b>	<b>04/30 Wed</b>
				SM9	04/16 – 04/30	04/16 – 05/06	05/15 Thurs