

February 2025

Deadlines Subject to Change: Final Version E-Mailed Monthly

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday																																			
<table border="0"> <tr> <td>PAY ID</td> <td>Work Cycle</td> <td>Time Entry Date</td> <td>Payday</td> <td colspan="3"></td> </tr> <tr> <td>SM3</td> <td>01/16 – 01/31</td> <td>01/16 – 02/05</td> <td>02/14 Friday</td> <td colspan="3"></td> </tr> <tr> <td>SM4</td> <td>02/01 – 02/15</td> <td>02/01 – 02/19</td> <td>02/28 Friday</td> <td colspan="3"></td> </tr> <tr> <td>MN2</td> <td>02/01 – 02/28</td> <td>02/01 – 02/19</td> <td>02/28 Friday</td> <td colspan="3"></td> </tr> <tr> <td>SM5</td> <td>02/16 – 02/28</td> <td>02/16 – 03/05</td> <td>03/14 Friday</td> <td colspan="3"></td> </tr> </table>						PAY ID	Work Cycle	Time Entry Date	Payday				SM3	01/16 – 01/31	01/16 – 02/05	02/14 Friday				SM4	02/01 – 02/15	02/01 – 02/19	02/28 Friday				MN2	02/01 – 02/28	02/01 – 02/19	02/28 Friday				SM5	02/16 – 02/28	02/16 – 03/05	03/14 Friday				1 SM4 & MN2 Open for Entry
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2	3	4	5	6	7	8																																			
			SM3 Entry Closes at Noon	SM3 Deduction Upload by Noon Approvals by 3:00																																					
9	10	11	12	13	14	15																																			
		BOM FLAC Entry by 1:00 PM	GATA MN2 EPAFs Completed		Contracts/PSAs Due in Payroll PAYDAY SM3																																				
16	17	18	19	20	21	22																																			
SM5 Open for Entry	BANKS CLOSED Presidents' Day	HRS Faculty FLAC/EPAFs Submitted by 1:00 PM	SM4 & MN2 Entry Closes at Noon	SM4 & MN2 Deduction Upload by Noon Approvals by 3:00																																					
23	No Manual Cks 24	No Manual Cks 25	26	27	28																																				
					PAYDAY SM4 & MN2																																				