

January 2025

Deadlines Subject to Change: Final Version E-Mailed Monthly

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
PAY ID	Work Cycle	Time Entry Date	Payday			
SM1	12/16 – 12/31	12/16 – 01/06	01/15 Wed	SM2 & MN1 Open for Entry		
SM2	01/01 – 01/15	01/01 – 01/22	01/31 Fri			
MN1	01/01 – 01/31	01/01 – 01/22	01/31 Fri	UNC/BANKS CLOSED		
SM3	01/16 – 01/31	01/16 – 02/05	02/14 Fri	New Year's Day		
5	6	7	8	9	10	11
	SM1 Entry Closes at Noon	SM1 Deduction Upload by Noon Approvals by 3:00				
12	13	14	15	16	17	18
	GATA MN1 EPAFs Completed	BOM FLAC Entry by 1:00 PM	Contracts/PSAs Due in Payroll	SM3 Open for Entry		
			PAYDAY SM1			
19	20	21	22	23	24	25
		HRS Faculty FLAC/EPAFs Submitted by 1:00 PM	SM2 & MN1 Entry Closes at Noon	SM2 & MN1 Deduction Upload by Noon Approvals by 3:00		
	UNC/BANKS CLOSED Martin Luther King Day					
26	No Manual Cks 27	No Manual Cks 28	29	30	31	
					PAYDAY SM2 & MN1	