

March 2025

Deadlines Subject to Change: Final Version E-Mailed Monthly

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
PAY ID	Work Cycle	Time Entry Date	Payday			1
SM5	02/16 – 02/28	02/16 – 03/05	03/14 Friday			SM6 & MN3 Open for Entry
SM6	03/01 – 03/15	03/01 – 03/21	03/31 Monday			
MN3	03/01 – 03/31	03/01 – 03/21	03/31 Monday			
SM7	03/16 – 03/31	03/16 – 04/04	04/15 Tuesday			
2	3	4	5	6	7	8
			SM5 Entry Closes at Noon	SM5 Deduction Upload by Noon Approvals by 3:00		
9	10	11	12	13	14	15
			GATA MN3 EPAFs Completed	BOM FLAC Entry by 1:00 PM	Contracts/PSAs Due in Payroll	
					PAYDAY SM5	
16	17	18	19	20	21	22
SM7 Open for Entry			HRS Faculty FLAC/EPAFs Submitted by 1:00 PM	SM6 & MN3 Entry Closes at Noon	SM6 & MN3 Deduction Upload by Noon Approvals by 3:00	
23	24	No Manual Cks 25	No Manual Cks 26	27	28	29
30	31					
	PAYDAY SM6 & MN3					