

July 2024-Feb 2025 CUTOFF DATES FOR BIWEEKLY EMPLOYEES

Period Start Date	Period End Date	Time Entry Lock Date	HCM Transactions		Pay Date	Time Entry Close Date
			& Costing Allocations Cutoff	Payroll Finalized		
6/16/2024	6/29/2024	7/5/2024	7/3/2024	7/5/2024	7/10/2024	7/28/2024
6/30/2024	7/13/2024	7/19/2024	7/18/2024	7/19/2024	7/24/2024	8/11/2024
7/14/2024	7/27/2024	8/2/2024	8/1/2024	8/2/2024	8/7/2024	8/25/2024
7/28/2024	8/10/2024	8/16/2024	8/15/2024	8/16/2024	8/21/2024	9/8/2024
8/11/2024	8/24/2024	8/30/2024	8/29/2024	8/30/2024	9/4/2024	9/22/2024
8/25/2024	9/7/2024	9/13/2024	9/12/2024	9/13/2024	9/18/2024	10/6/2024
9/8/2024	9/21/2024	9/27/2024	9/26/2024	9/27/2024	10/2/2024	10/20/2024
9/22/2024	10/5/2024	10/11/2024	10/10/2024	10/11/2024	10/16/2024	11/3/2024
10/6/2024	10/19/2024	10/25/2024	10/24/2024	10/25/2024	10/30/2024	11/17/2024
10/20/2024	11/2/2024	11/8/2024	11/7/2024	11/8/2024	11/13/2024	12/1/2024
11/3/2024	11/16/2024	11/22/2024	11/21/2024	11/22/2024	11/27/2024	12/15/2024
11/17/2024	11/30/2024	12/6/2024	12/5/2024	12/6/2024	12/11/2024	12/29/2024
12/1/2024	12/14/2024	12/20/2024	12/19/2024	12/20/2024	12/24/2024	1/12/2025
12/15/2024	12/28/2024	1/3/2025	1/2/2025	1/3/2025	1/8/2025	1/26/2025
12/29/2024	1/11/2025	1/17/2025	1/16/2025	1/17/2025	1/22/2025	2/9/2025
1/12/2025	1/25/2025	1/31/2025	1/30/2025	1/31/2025	2/5/2025	2/23/2025
1/26/2025	2/8/2025	2/14/2025	2/13/2025	2/14/2025	2/19/2025	3/9/2025
2/9/2025	2/22/2025	2/28/2025	2/27/2025	2/28/2025	3/5/2025	3/23/2025

Period Start Date: Beginning date included in pay date

Period End Date: Ending date included in pay date

Time Entry Lock Date: Date time must be approved to be included in pay date

HCM Transactions & Costing Allocations Cutoff: Includes hires, job changes, terminations, compensation changes, period activity pay, costing allocation changes and time offs/leaves to be included in pay date

Payroll Finalized: Date payroll will run final calculations and complete payroll processing

Pay Date: Date funds will be deposited for regular payroll

Time Entry Close Date: Date time can no longer be entered for the period without manager or payroll intervention