

**July 2024-Feb 2025 CUTOFF DATES FOR HOURLY EMPLOYEES**

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

**Payroll Exception Pay Date:** Date funds will be deposited for special payments

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