

## FY25 Payroll Lock Out Schedule

### July 2024

M	T	W	Th	F	S	S
1	2	3	4 <b>Independence Day</b> <b>Closed</b>	5	6	7
P01: July 1 - July 7						
8	9 <b>No Entry</b>  SB2 Run	10 <b>No Entry</b>  P01 Run	11	12	13	14
P02: July 8 - July 21						
15  P01 - SB2 - T23 Pay Day	16	17	18	19	20	21
P02: July 8 - July 21						
22	23 <b>No Entry @ 12pm</b>	24 <b>No Entry</b>	25 <b>No Entry</b>  P02 Run	26	27	28
P03: July 22 - August 4						
29	30	31  P02 - T24 Pay Day				
P03: July 22 - August 4						

#### Time Worked & Exception Reporting Periods

Run	Start	End	Run Date	Pay Date
P01	7/1/2024	7/7/2024	7/10/2024	7/15/2024
P02	7/8/2024	7/21/2024	7/25/2024	7/31/2024
P03	7/22/2024	8/4/2024	8/12/2024	8/15/2024

## FY25 Payroll Lock Out Schedule

August 2024						
M	T	W	Th	F	S	S
			1	2	3	4
P03: July 22 - August 4						
5	6	7	8 No Entry	9 No Entry	10	11
P04: August 5 - August 18						
12 No Entry  P03 Run	13	14	15	16	17	18
P04: August 5 - August 18						
19 No Entry  DS1 Run	20	21	22	23 No Entry  DS1 Pay Day	24	25
P05: August 19 - September 1						
26 No Entry	27 No Entry  P04 Run	28	29	30	31	
P05: August 19 - September 1						

Time Worked & Exception Reporting Periods				
Run	Start	End	Run Date	Pay Date
P03	7/22/2024	8/4/2024	8/12/2024	8/15/2024
P04	8/5/2024	8/18/2024	8/27/2024	8/30/2024
P05	8/19/2024	9/1/2024	9/10/2024	9/13/2024

## FY25 Payroll Lock Out Schedule

### September 2024

M	T	W	Th	F	S	S
						1
P05: August 19 - September 1						
2 Labor Day Closed	3	4	5	6 No Entry	7	8
P06: September 2 - September 15						
9 No Entry	10 No Entry  P05 Run	11	12	13  P05 Pay Day	14	15
P06: September 2 - September 15						
16	17	18	19	20	21	22
P07: September 16 - September 29						
23 No Entry	24 No Entry	25 No Entry  P06 Run	26	27	28	29
P07: September 16 - September 29						
30  P06 Pay Day						
P08: September 30 - October 20 (3 week period)						

Time Worked & Exception Reporting Periods				
Run	Start	End	Run Date	Pay Date
P05	8/19/2024	9/1/2024	9/10/2024	9/13/2024
P06	9/2/2024	9/15/2024	9/25/2024	9/30/2024
P07	9/16/2024	9/29/2024	10/9/2024	10/15/2024
P08	9/30/2024	10/20/2024	10/28/2024	10/31/2024

## FY25 Payroll Lock Out Schedule

### October 2024

M	T	W	Th	F	S	S
	1	2	3	4	5	6
P08: September 30 - October 20 (3 week period)						
7 No Entry	8 No Entry	9 No Entry  P07 Run	10	11	12	13
P08: September 30 - October 20 (3 week period)						
14	15  P07 Pay Day	16	17	18	19	20
P08: September 30 - October 20 (3 week period)						
21	22	23	24 No Entry	25 No Entry	26	27
P09: October 21 - November 3						
28 No Entry  P08 Run	29	30	31  P08 Pay Day			
P09: October 21 - November 3						

Time Worked & Exception Reporting Periods				
Run	Start	End	Run Date	Pay Date
P07	9/16/2024	9/29/2024	10/9/2024	10/15/2024
P08	9/30/2024	10/20/2024	10/28/2024	10/31/2024
P09	10/21/2024	11/3/2024	11/12/2024	11/15/2024

## FY25 Payroll Lock Out Schedule

### November 2024

M	T	W	Th	F	S	S
				1	2	3
P09: October 21 - November 3						
4	5	6	7 No Entry	8 No Entry	9	10
P10: November 4 - November 17						
11 Veteran's Day Closed	12 No Entry  P09 Run	13	14	15  P09 Pay Day	16	17
P10: November 4 - November 17						
18	19 No Entry	20 No Entry	21 No Entry  P10 Run	22	23	24
P11: November 18 - December 1						
25	26	27	28 Thanksgiving Day  Closed	29 Closed  P10 Pay Day	30	
P11: November 18 - December 1						

Time Worked & Exception Reporting Periods				
Run	Start	End	Run Date	Pay Date
P09	10/21/2024	11/3/2024	11/12/2024	11/15/2024
P10	11/4/2024	11/17/2024	11/21/2024	11/29/2024
P11	11/18/2024	12/1/2024	12/10/2024	12/13/2024

## FY25 Payroll Lock Out Schedule

### December 2024

M	T	W	Th	F	S	S
						1
P11: November 18 - December 1						
2	3	4	5	6 No Entry	7	8
P12: December 2 - December 15						
9 No Entry	10 No Entry  P11 Run	11	12	13	14	15
P12: December 2 - December 15						
16	17 No Entry	18 No Entry	19 No Entry  P12 Run	20	21	22
P13: December 16 - January 5 (3 week period)						
23 Winter Break	24 Winter Break Holiday	25 Winter Break Holiday	26 Winter Break Holiday	27 Winter Break	28	29
P13: December 16 - January 5 (3 week period)						
30 Winter Break	31 Winter Break  P12 Pay Day					
P13: December 16 - January 5 (3 week period)						

Time Worked & Exception Reporting Periods				
Run	Start	End	Run Date	Pay Date
P11	11/18/2024	12/1/2024	12/10/2024	12/13/2024
P12	12/2/2024	12/15/2024	12/19/2024	12/31/2024
P13	12/16/2024	1/5/2025	1/10/2025	1/15/2025

## FY25 Payroll Lock Out Schedule

January 2025						
M	T	W	Th	F	S	S
		1 Winter Break New Year's Day Closed	2 Winter Break	3 Winter Break	4	5
P13: December 16 - January 5 (3 week period)						
6	7	8 No Entry	9 No Entry	10 No Entry  P13 Run	11	12
P14: January 6 - January 19						
13	14	15  P13 Pay Day	16	17	18	19
P14: January 6 - January 19						
20 MLK Day Closed	21	22	23	24 No Entry	25	26
P15: January 20 - February 2						
27 No Entry	28 No Entry  P14 Run	29	30	31  P14 Pay Day		
P15: January 20 - February 2						

Time Worked & Exception Reporting Periods				
Run	Start	End	Run Date	Pay Date
P13	12/16/2024	1/5/2025	1/10/2025	1/15/2025
P14	1/6/2025	1/19/2025	1/28/2025	1/31/2025
P15	1/20/2025	2/2/2025	2/11/2025	2/14/2025

## FY25 Payroll Lock Out Schedule

### February 2025

M	T	W	Th	F	S	S
					1	2
P15: January 20 - February 2						
3	4	5	6	7 No Entry	8	9
P16: February 3 - February 16						
10 No Entry	11 No Entry P15 Run	12	13	14 P15 Pay Day	15	16
P16: February 3 - February 16						
17	18	19	20	21 No Entry	22	23
P17: February 17 - March 2						
24 No Entry	25 No Entry P16 Run	26	27	28 P16 Pay Day		
P17: February 17 - March 2						

#### Time Worked & Exception Reporting Periods

Run	Start	End	Run Date	Pay Date
P15	1/20/2025	2/2/2025	2/11/2025	2/14/2025
P16	2/3/2025	2/16/2025	2/25/2025	2/28/2025
P17	2/17/2025	3/2/2025	3/11/2025	3/14/2025

## FY25 Payroll Lock Out Schedule

March 2025						
M	T	W	Th	F	S	S
					1	2
P17: February 17 - March 2						
3	4	5	6	7 No Entry	8	9
P18: March 3 - March 16						
10 No Entry	11 No Entry  P17 Run	12	13	14	15	16
P18: March 3 - March 16						
17 Spring Break	18 Spring Break	19 Spring Break	20 Spring Break	21 Spring Break	22	23
P19: March 17 - March 30						
24 No Entry	25 No Entry	26 No Entry  P18 Run	27	28	29	30
P19: March 17 - March 30						
31						
P18 Pay Day						
P20: March 31 - April 20 (3 week period)						

Time Worked & Exception Reporting Periods				
Run	Start	End	Run Date	Pay Date
P17	2/17/2025	3/2/2025	3/11/2025	3/14/2025
P18	3/3/2025	3/16/2025	3/26/2025	3/31/2025
P19	3/17/2025	3/30/2025	4/10/2025	4/15/2025
P20	3/31/2025	4/20/2025	4/25/2025	4/30/2025

## FY25 Payroll Lock Out Schedule

### April 2025

M	T	W	Th	F	S	S
	1	2	3	4	5	6
P20: March 31 - April 20 (3 week period)						
7	8 No Entry	9 No Entry	10 No Entry  P19 Run	11	12	13
P20: March 31 - April 20 (3 week period)						
14	15  P19 Pay Day	16	17	18	19	20
P20: March 31 - April 20 (3 week period)						
21	22	23 No Entry	24 No Entry	25 No Entry  P20 Run	26	27
P21: April 21 - May 4						
28	29	30  P20 Pay Day				
P21: April 21 - May 4						

#### Time Worked & Exception Reporting Periods

Run	Start	End	Run Date	Pay Date
P19	3/17/2025	3/30/2025	4/10/2025	4/15/2025
P20	3/31/2025	4/20/2025	4/25/2025	4/30/2025
P21	4/21/2025	5/4/2025	5/12/2025	5/15/2025

## FY25 Payroll Lock Out Schedule

May 2025						
M	T	W	Th	F	S	S
			1	2	3	4
P21: April 21 - May 4						
5	6	7	8 No Entry	9 No Entry	10	11
P22: May 5 - May 18						
12 No Entry  P21 Run	13	14	15  P21 Pay Day	16	17	18
P22: May 5 - May 18						
19	20	21	22 No Entry	23 No Entry	24	25
P23: May 19 - June 1						
26 Memorial Day Closed	27 No Entry  P22 Run	28	29	30  P22 Pay Day	31	
P23: May 19 - June 1						

Time Worked & Exception Reporting Periods				
Run	Start	End	Run Date	Pay Date
P21	4/21/2025	5/4/2025	5/12/2025	5/15/2025
P22	5/5/2025	5/18/2025	5/27/2025	5/30/2025
P23	5/19/2025	6/1/2025	6/10/2025	6/13/2025

## FY25 Payroll Lock Out Schedule

June 2025						
M	T	W	Th	F	S	S
						1
P23: May 19 - June 1						
2	3	4	5 No Entry	6 No Entry	7	8
P24: June 2 - June 30 (3+ week period)						
9 No Entry	10 No Entry  P23 Run	11	12	13	14	15
P24: June 2 - June 30 (3+ week period)						
16	17	18	19 No Entry  SB1 Run	20 No Entry	21	22
P24: June 2 - June 30 (3+ week period)						
23 No Entry	24 No Entry  P24 Run	25 No Entry  T23 Run	26 No Entry  T24 Run	27 YE Roll No Entry	28	29
P24: June 2 - June 30 (3+ week period)						
30 YE Roll No Entry  P24 - SB1 Pay Day						
P24: June 2 - June 30 (3+ week period)						

Time Worked & Exception Reporting Periods				
Run	Start	End	Run Date	Pay Date
P23	5/19/2025	6/1/2025	6/10/2025	6/13/2025
P24	6/2/2025	6/30/2025	6/24/2025	6/30/2025
T23			6/25/2025	7/15/2025
T24			6/26/2025	7/31/2025

\*\*\*Project time exceptions from 6/19 through 6/30 and input before P24 lockout\*\*\*