



January - April 2025

Payroll Calendar

01 = Monthly Payroll 04 = Bi-weekly Payroll

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January 2025						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
29	30	31	1	2	3	4
	Time Entry COB 0401 PY Finalization BWD 10-26-24 NCFS Reqs	0112 Pay Day 0112 Period End NCFS Reqs Posted	New Year's Day	NCFS Reqs Submitted	0401 Pay Day 0402 Period Ends NCFS HP Req Posted	0403 Period Begins
5	6	7	8	9	10	11
	Time Entry COB			0402 PY Initialization	0402 PY Corrections	
12	13	14	15	16	17	18
	Time Entry COB 0402 PY Corrections	0402 PY Finalization BWD 11-09-24	NCFS Reqs Posted	NCFS Reqs Submitted	0402 Pay Day 0403 Period Ends	0404 Period Begins
19	20	21	22	23	24	25
	Martin Luther King Jr. Day	Time Entry COB	0101 PY Initialization	0101 PY Corrections 0403 PY Initialization	0101 PY Corrections 0403 PY Corrections	
26	27	28	29	30	31	
	Time Entry COB 0101 PY Corrections 0403 PY Corrections	0101 PY Finalization MDW 12-01-24 0403 PY Finalization BWD 11-23-24	NCFS Reqs Posted NCFS Reqs Posted	NCFS Reqs Submitted NCFS Reqs Submitted	0101 Pay Day 0101 Period End 0403 Pay Day 0404 Period End	0405 Period Begins

February 2025						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
						1
						0405 Period Begins
2	3	4	5	6	7	8
	Time Entry COB	NCFS HP Req Posted		0404 PY Initialization	0404 PY Corrections	
9	10	11	12	13	14	15
	Time Entry COB 0404 PY Corrections	0404 PY Finalization BWD 12-07-24	NCFS Reqs Posted	NCFS Reqs Submitted	0404 Pay Day 0405 Period End	0406 Period Begins
16	17	18	19	20	21	22
	Time Entry COB		0102 PY Initialization	0102 PY Corrections 0405 PY Initialization	0102 PY Corrections 0405 PY Corrections	
23	24	25	26	27	28	1
	Time Entry COB 0102 PY Corrections 0405 PY Corrections	0102 PY Finalization MWD 01-01-25 0405 PY Finalization BWD 12-21-24	NCFS Reqs Posted NCFS Reqs Posted	NCFS Reqs Submitted NCFS Reqs Submitted	0102 Pay Day 0102 Period End 0405 Pay Day 0406 Period End	0407 Period Begins

March 2025						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
						1
						0407 Period Begins
2	3	4	5	6	7	8
	Time Entry COB	NCFS HP Req Posted		0406 PY Initialization	0406 PY Corrections	
9	10	11	12	13	14	15
	Time Entry COB 0406 PY Corrections	0406 PY Finalization BWD 01-04-25	NCFS Reqs Posted	NCFS Reqs Submitted	0406 Pay Day 0407 Period End	0408 Period Begins
16	17	18	19	20	21	22
	Time Entry COB			0103 PY Initialization 0407 PY Initialization	0103 PY Corrections 0407 PY Corrections	
23	24	25	26	27	28	29
	Time Entry COB 0103 PY Corrections 0407 PY Corrections	0103 PY Corrections 0407 PY Finalization BWD 01-18-25	0103 PY Finalization MWD 02-01-25 NCFS Reqs Posted	NCFS Reqs Posted NCFS Reqs Submitted	NCFS Reqs Submitted 0407 Pay Day 0408 Period End	0409 Period Begins
30	31					
	Time Entry COB 0103 Pay Day 0103 Period End					

April 2025						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
		1	2	3	4	5
		NCFS HP Req Posted		0408 PY Initialization	0408 PY Corrections	
6	7	8	9	10	11	12
	Time Entry COB 0408 PY Corrections	0408 PY Finalization BWD 02-01-25	NCFS Reqs Posted	NCFS Reqs Submitted	0408 Pay Day 0409 Period End	0410 Period Begins
13	14	15	16	17	18	19
	Time Entry COB		0409 PY Initialization	0409 PY Corrections	Good Friday	
20	21	22	23	24	25	26
	Time Entry COB 0104 PY Initialization 0409 PY Corrections	0104 PY Corrections 0409 PY Finalization BWD 02-15-25	0104 PY Corrections NCFS Reqs Posted	0104 PY Corrections NCFS Reqs Submitted	0104 PY Finalization MWD 03-01-25 0409 Pay Day 0410 Period End	0411 Period Begins
27	28	29	30			
	Time Entry COB NCFS Reqs Posted	NCFS Reqs Submitted	0104 Pay Day 0104 Period End			



May - August 2025

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May 2025						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
				1 0410 PY Initialization	2 0410 PY Corrections NCFS HP Req Posted	3
4	5 Time Entry COB 0410 PY Corrections	6 0410 PY Finalization BWD 03-01-25	7 NCFS Reqs Posted	8 NCFS Reqs Submitted	9 0410 Pay Day 0411 Period End	10 0412 Period Begins
11	12 Time Entry COB	13	14	15 0411 PY Initialization	16 0411 PY Corrections	17
18	19 Time Entry COB 0411 PY Corrections	20 0105 PY Initialization 0411 PY Finalization BWD 03-15-25	21 0105 PY Corrections NCFS Reqs Posted	22 0105 PY Corrections NCFS Reqs Submitted	23 0105 PY Corrections 0411 Pay Day 0412 Period End	24 0413 Period Begins
25	26 Memorial Day	27 Time Entry COB 0105 PY Finalization MWD 04-01-25	28 NCFS Reqs Posted	29 NCFS Reqs Submitted 0412 PY Initialization	30 0105 Pay Day 0412 PY Corrections	31 0105 Period End

June 2025						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
1	2 Time Entry COB 0412 PY Corrections	3 0412 PY Finalization BWD 03-29-25 NCFS HP Req Posted	4 NCFS Reqs Posted	5 NCFS Reqs Submitted	6 0412 Pay Day 0413 Period End	7 0414 Period Begins
8	9 Time Entry COB	10	11	12 0413 PY Initialization	13 0413 PY Corrections	14
15	16 Time Entry COB 0413 PY Corrections	17 0106 PY Initialization 0413 PY Finalization BWD 04-12-25	18 0106 PY Corrections NCFS Reqs Posted	19 0106 PY Corrections NCFS Reqs Submitted	20 0106 PY Corrections 0413 Pay Day 0414 Period End	21 0415 Period Begins
22	23 Time Entry COB 0106 PY Finalization MWD 05-01-25 0414 PY Initialization	24 NCFS Reqs Posted 0414 PY Corrections	25 NCFS Reqs Submitted 0414 PY Corrections	26 0414 PY Finalization BWD 04-26-25	27 NCFS Reqs Posted	28
29	30 Time Entry COB 0106 Pay Day 0106 Period End NCFS Reqs Submitted					

July 2025						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
		1	2 NCFS HP Req Posted	3 0414 Pay Day	4 Independence Day 0415 Period End	5 0416 Period Begins
6	7 Time Entry COB	8	9	10 0415 PY Initialization	11 0415 PY Corrections	12
13	14 Time Entry COB 0415 PY Corrections	15 0415 PY Finalization BWD 05-10-25	16 NCFS Reqs Posted	17 NCFS Reqs Submitted	18 0415 Pay Day 0416 Period End	19 0417 Period Begins
20	21 Time Entry COB	22 0107 PY Initialization	23 0107 PY Corrections	24 0107 PY Corrections 0416 PY Initialization	25 0107 PY Corrections 0416 PY Corrections	26
27	28 Time Entry COB 0107 PY Finalization MWD 06-01-25 0416 PY Corrections	29 NCFS Reqs Posted 0416 PY Finalization BWD 05-24-25	30 NCFS Reqs Submitted NCFS Reqs Posted	31 0107 Pay Day 0107 Period End NCFS Reqs Submitted		

August 2025						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
					1	2 0418 Period Begins
					0416 Pay Day 0417 Period End	
3	4 Time Entry COB NCFS HP Req Posted	5	6	7 0417 PY Initialization	8 0417 PY Corrections	9
10	11 Time Entry COB 0417 PY Corrections	12 0417 PY Finalization BWD 06-07-25	13 NCFS Reqs Posted	14 NCFS Reqs Submitted	15 0417 Pay Day 0418 Period End	16 0419 Period Begins
17	18 Time Entry COB	19	20 0108 PY Initialization	21 0108 PY Corrections 0418 PY Initialization	22 0108 PY Corrections 0418 PY Corrections	23
24	25 Time Entry COB 0108 PY Corrections 0418 PY Corrections	26 0108 PY Finalization MWD 07-01-25 0418 PY Finalization BWD 06-21-25	27 NCFS Reqs Posted NCFS Reqs Posted	28 NCFS Reqs Submitted NCFS Reqs Submitted	29 0108 Pay Day 0418 Pay Day 0419 Period End	30 0420 Period Begins



September - December 2025

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September 2025						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
	Labor Day 1	2 Time Entry COB	3 NCFS HP Req Posted	4 0419 PY Initialization	5 0419 PY Corrections	6
7	8	9	10	11	12	13
	Time Entry COB 0419 PY Corrections	0419 PY Finalization BWD 07-05-25	NCFS Reqs Posted	NCFS Reqs Submitted	0419 Pay Day 0420 Period End	0421 Period Begins
14	15 Time Entry COB	16	17	18 0420 PY Initialization	19 0109 PY Initialization 0420 PY Corrections	20
21	22 Time Entry COB 0109 PY Corrections 0420 PY Corrections	23 0109 PY Corrections 0420 PY Finalization BWD 07-19-25	24 0109 PY Corrections NCFS Reqs Posted	25 0109 PY Finalization MWD 08-01-25 NCFS Reqs Submitted	26 NCFS Reqs Posted 0420 Pay Day 0421 Period End	27 0422 Period Begins
28	29 Time Entry COB NCFS Reqs Submitted	30 0109 Pay Day 0109 Period End				

October 2025						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
			1	2 0421 PY Initialization NCFS HP Req Posted	3 0421 PY Corrections	4
5	6	7	8	9	10	11
	Time Entry COB 0421 PY Corrections	0421 PY Finalization BWD 08-02-25	NCFS Reqs Posted	NCFS Reqs Submitted	0421 Pay Day 0422 Period End	0423 Period Begins
12	13 Time Entry COB	14	15	16 0422 PY Initialization	17 0422 PY Corrections	18
19	20 Time Entry COB 0422 PY Corrections	21 0422 PY Finalization BWD 08-16-25	22 0110 PY Initialization NCFS Reqs Posted	23 0110 PY Corrections NCFS Reqs Submitted	24 0110 PY Corrections 0422 Pay Day 0423 Period End	25 0424 Period Begins
26	27 Time Entry COB 0110 PY Corrections	28 0110 PY Finalization MWD 09-01-25	29 NCFS Reqs Posted	30 NCFS Reqs Submitted 0423 PY Initialization	31 0110 Pay Day 0110 Period End 0423 PY Corrections	

November 2025						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
						1
2	3	4	5	6	7	8
	Time Entry COB 0423 PY Corrections	0423 PY Finalization BWD 08-30-25 NCFS HP Req Posted	NCFS Reqs Posted	NCFS Reqs Submitted	0423 Pay Day 0424 Period End	0425 Period Begins
9	10 Time Entry COB	11 Veterans Day	12	13 0424 PY Initialization	14 0424 PY Corrections	15
16	17 Time Entry COB 0111 PY Initialization 0424 PY Corrections	18 0111 PY Corrections 0424 PY Finalization BWD 09-13-25	19 0111 PY Corrections NCFS Reqs Posted	20 0111 PY Corrections NCFS Reqs Submitted	21 0111 PY Finalization MWD 10-01-25 0424 Pay Day 0425 Period End	22 0426 Period Begins
23	24	25	26	27	28	29
30 0111 Period End	Time Entry COB NCFS Reqs Submitted 0425 PY Initialization	NCFS Reqs Submitted 0425 PY Initialization	0111 Pay Day 0425 Corrections	Thanksgiving	Thanksgiving	

December 2025						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
	1	2	3	4	5	6
	Time Entry COB 0425 PY Corrections	0425 PY Finalization BWD 09-27-25 NCFS HP Req Posted	NCFS Reqs Posted	NCFS Reqs Submitted	0425 Pay Day 0426 Period End	0401 Period Begins
7	8 Time Entry COB	9	10	11 0426 PY Initialization	12 0426 PY Corrections	13
14	15 Time Entry COB 0112 PY Initialization 0426 PY Corrections	16 0112 PY Corrections 0426 PY Finalization BWD 10-11-25	17 0112 PY Corrections NCFS Reqs Posted	18 0112 PY Corrections NCFS Reqs Submitted	19 0112 PY Finalization MWD 11-01-25 0426 Pay Day 0401 Period End	20 0402 Period Begins
21	22 Time Entry COB 0401 PY Corrections	23 0401 PY Corrections	24 Christmas	25 Christmas	26 Christmas	27
28	29	30	31	2026 1 New Year's Day	2 0401 Pay Day 0402 Period End	3 0403 Period Begins
	Time Entry COB NCFS Reqs Posted 0401 PY Finalization BWD 10-25-25	NCFS Reqs Submitted NCFS Reqs Posted	0112 Pay Day 0112 Period End NCFS Reqs Submitted			