

****WORKDAY CUTOVER****

Any terminations effective in PP10 that were not approved in PHR by 11/02/24 should be sent to Payroll Services to enter these terminations centrally.

November 2024 (FY25)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 (Day 13)	2 (Day 14) **Last day to approve PP10 future transactions in PHR** PP09 Ends
3 (Day 1) PP10 Starts	4 (Day 2) NO PHR ACCESS	5 (Day 3) Election Day <i>(Observed 03/19/25)</i> NO PHR ACCESS <i>NRA Paperwork due to Payroll</i>	6 (Day 4) NO PHR ACCESS	7 (Day 5) NO PHR ACCESS	8 (Day 6) \$ Paycheck issued for PP09 NO PHR ACCESS NRA 2024 renewal documentation due to Payroll	9 (Day 7) NO PHR ACCESS Time sheet cut off for all employees for PP09
10 (Day 8) NO PHR ACCESS	11 (Day 9) Veteran's Day Holiday Earned <i>(Observed 12/30/24)</i> NO PHR ACCESS	12 (Day 10) NO PHR ACCESS <i>SRA & Other Deduction Documentation due to Payroll</i>	13 (Day 11) NO PHR ACCESS	14 (Day 12) NO PHR ACCESS <i>SRA & Other Deduction Documentation due to CPB</i>	15 (Day 13) WORKDAY GO LIVE Begin creating, changing, and/or approving Workday HR transactions for PP11. Special start date for Go Live ONLY	16 (Day 14) PP10 Ends
17 (Day 1) PP11 Starts	18 (Day 2) <i>SRA & Other Deduction Documentation for PP11 due to Payroll</i>	19 (Day 3) <i>NRA Paperwork due to Payroll</i>	20 (Day 4)	21 (Day 5)	22 (Day 6) Last day to create, change, or approve HR transactions for PP11. **NEW WORKDAY TRANSACTION DEADLINE IS 5PM** Special end date for Go Live ONLY \$ Paycheck issued for PP10 Time sheet cut off for all employees for PP10	23 (Day 7)
24 (Day 8)	25 (Day 9)	26 (Day 10)	27 (Day 11) NO CPB COURIER	28 (Day 12) Thanksgiving Day Holiday	29 (Day 13) Thanksgiving Break Holiday	30 (Day 14) PP11 Ends

November 2024 (FY25)

*****PLEASE NOTE CHANGE IN PP10 TIMESHEET CUT OFF*****

****PLEASE MAKE NOTE OF NEW HR TRANSACTION DEADLINE TIME****

December 2024 (FY25)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 (Day 1) PP12 Starts	2 (Day 2) Begin creating, changing, and/or approving HR transactions for the current period.	3 (Day 3) NRA Paperwork due to Payroll	4 (Day 4) Begin reviewing pay calcs for the current pay period. Unit Reviews RPT 810 - Payroll Department Calculation Totals	5 (Day 5)	6 (Day 6) \$ Paycheck issued for PP11 NRA Paperwork for PP13 & PP14 due to Payroll	7 (Day 7) Time sheet cut off for all employees for PP11
Payroll Blackout			HR Transaction Freeze			
HR Transaction Freeze			Review Pay Calculations			
8 (Day 8)	9 (Day 9)	10 (Day 10) Last day to create, change, or approve HR transactions for the current pay period. <u>**NEW WORKDAY TRANSACTION DEADLINE IS 5PM**</u> SRA & Other Deduction Documentation due to Payroll	11 (Day 11)	12 (Day 12) SRA & Other Deduction Documentation due to CPB	13 (Day 13)	14 (Day 14) PP12 Ends
Payroll Blackout			HR Transaction Freeze			
Review Pay Calculations			Payroll Blackout			
15 (Day 1) PP13 Starts	16 (Day 2) Begin creating, changing, and/or approving HR transactions for the current period.	17 (Day 3) SRA & Other Deduction Documentation for PP13 due to Payroll	18 (Day 4) Begin reviewing pay calcs for the current pay period. Unit Reviews RPT 810 - Payroll Department Calculation Totals	19 (Day 5)	20 (Day 6) \$ Paycheck issued for PP12	21 (Day 7) Time sheet cut off for all employees for PP12
Payroll Blackout			HR Transaction Freeze			
HR Transaction Freeze			Review Pay Calculations			
22 (Day 8)	23 (Day 9) Last day to create, change, or approve HR transactions for the current pay period. <u>**NEW WORKDAY TRANSACTION DEADLINE IS 5PM**</u>	24 (Day 10)	25 (Day 11) Christmas Holiday Observed	26 (Day 12) President's Day Holiday Observed (Earned 02/19/24)	27 (Day 13) Columbus Day Holiday Observed (Earned 10/14/24)	28 (Day 14) PP13 Ends
Payroll Blackout			HR Transaction Freeze			
Review Pay Calculations			Payroll Blackout			
29 (Day 1) PP14 Starts	30 (Day 2) Veteran's Day Holiday Observed (Earned 11/11/24) Begin creating, changing, and/or approving HR transactions for the current period.	31 (Day 3) Winter Break NRA Paperwork due to Payroll				
Payroll Blackout						
HR Transaction Freeze						

****PLEASE MAKE NOTE OF NEW HR TRANSACTION DEADLINE TIME****

January 2025 (FY25)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 (Day 4) New Year's Day Holiday Begin reviewing pay calcs for the current pay period. Unit Reviews RPT 810 - Payroll Department Calculation Totals	2 (Day 5)	3 (Day 6) \$ Paycheck issued for PP13	4 (Day 7) Time sheet cut off for all employees for PP13
			Review Pay Calculations			
5 (Day 8)	6 (Day 9)	7 (Day 10) Last day to create, change, or approve HR transactions for the current pay period. <u>**NEW WORKDAY TRANSACTION DEADLINE IS 5PM**</u> SRA & Other Deduction Documentation due to Payroll	8 (Day 11)	9 (Day 12) SRA & Other Deduction Documentation due to CPB	10 (Day 13)	11 (Day 14) PP14 Ends
Review Pay Calculations					Payroll Blackout	
12 (Day 1) PP15 Starts	13 (Day 2) Begin creating, changing, and/or approving HR transactions for the current period.	14 (Day 3) NRA Paperwork due to Payroll	15 (Day 4) Begin reviewing pay calcs for the current pay period. Unit Reviews RPT 810 - Payroll Department Calculation Totals	16 (Day 5)	17 (Day 6) \$ Paycheck issued for PP14	18 (Day 7) Time sheet cut off for all employees for PP14
Payroll Blackout		HR Transaction Freeze				
Review Pay Calculations			Review Pay Calculations			
19 (Day 8)	20 (Day 9) Martin Luther King Holiday	21 (Day 10) Last day to create, change, or approve HR transactions for the current pay period. <u>**NEW WORKDAY TRANSACTION DEADLINE IS 5PM**</u> SRA & Other Deduction Documentation due to Payroll	22 (Day 11)	23 (Day 12) SRA & Other Deduction Documentation due to CPB	24 (Day 13)	25 (Day 14) PP15 Ends
Review Pay Calculations					Payroll Blackout	
HR Transaction Freeze		Review Pay Calculations				
26 (Day 1) PP16 Starts	27 (Day 2) Begin creating, changing, and/or approving HR transactions for the current period.	28 (Day 3) NRA Paperwork due to Payroll	29 (Day 4) Begin reviewing pay calcs for the current pay period. Unit Reviews RPT 810 - Payroll Department Calculation Totals	30 (Day 5)	31 (Day 6) \$ Paycheck issued for PP15	
Payroll Blackout		HR Transaction Freeze				
Review Pay Calculations			Review Pay Calculations			

****PLEASE MAKE NOTE OF NEW HR TRANSACTION DEADLINE TIME****

February 2025 (FY25)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 (Day 7) Time sheet cut off for all employees for PP15
2 (Day 8)	3 (Day 9)	4 (Day 10) Last day to create, change, or approve HR transactions for the current pay period. <u>**NEW WORKDAY TRANSACTION DEADLINE IS 5PM**</u> SRA & Other Deduction Documentation due to Payroll	5 (Day 11)	6 (Day 12) SRA & Other Deduction Documentation due to CPB	7 (Day 13)	8 (Day 14) PP16 Ends
Review Pay Calculations				HR Transaction Freeze		
9 (Day 1)	10 (Day 2)	11 (Day 3)	12 (Day 4)	13 (Day 5)	14 (Day 6)	15 (Day 7)
PP17 Starts	Begin creating, changing, and/or approving HR transactions for the current period.		Begin reviewing pay calcs for the current pay period.		\$ Paycheck issued for PP16	Time sheet cut off for all employees for PP16
Payroll Blackout		NRA Paperwork due to Payroll	Unit Reviews RPT 810 - Payroll Department Calculation Totals			
HR Transaction Freeze				Review Pay Calculations		
16 (Day 8)	17 (Day 9)	18 (Day 10) Last day to create, change, or approve HR transactions for the current pay period. <u>**NEW WORKDAY TRANSACTION DEADLINE IS 5PM**</u> SRA & Other Deduction Documentation due to Payroll	19 (Day 11)	20 (Day 12)	21 (Day 13)	22 (Day 14)
	President's Day Holiday Earned <i>(Observed 12/26/25)</i>			SRA & Other Deduction Documentation due to CPB		PP17 Ends
Review Pay Calculations				HR Transaction Freeze		
23 (Day 1)	24 (Day 2)	25 (Day 3)	26 (Day 4)	27 (Day 5)	28 (Day 6)	
PP18 Starts	Begin creating, changing, and/or approving HR transactions for the current period.		Begin reviewing pay calcs for the current pay period.		\$ Paycheck issued for PP17	
Payroll Blackout		NRA Paperwork due to Payroll	Unit Reviews RPT 810 - Payroll Department Calculation Totals			
HR Transaction Freeze				Review Pay Calculations		

****PLEASE MAKE NOTE OF NEW HR TRANSACTION DEADLINE TIME****

March 2025 (FY25)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 (Day 7) Time sheet cut off for all employees for PP17 Review Pay Calculations
2 (Day 8)	3 (Day 9)	4 (Day 10) Last day to create, change, or approve HR transactions for the current pay period. <u>**NEW WORKDAY TRANSACTION DEADLINE IS SPM**</u> SRA & Other Deduction Documentation due to Payroll	5 (Day 11)	6 (Day 12) SRA & Other Deduction Documentation due to CPB	7 (Day 13) NRA Paperwork for PP19 due to Payroll	8 (Day 14) PP18 Ends
HR Transaction Freeze						
Review Pay Calculations					Payroll Blackout	
9 (Day 1) PP19 Starts	10 (Day 2) Begin creating, changing, and/or approving HR transactions for the current period.	11 (Day 3) SRA & Other Deduction Documentation for PP19 due to Payroll	12 (Day 4) Begin reviewing pay calcs for the current pay period. Unit Reviews RPT 810 - Payroll Department Calculation Totals	13 (Day 5)	14 (Day 6) \$ Paycheck issued for PP18	15 (Day 7) Time sheet cut off for all employees for PP18
Payroll Blackout						
HR Transaction Freeze			Review Pay Calculations			
16 (Day 8)	17 (Day 9) Spring Break	18 (Day 10) Spring Break Last day to create, change, or approve HR transactions for the current pay period. <u>**NEW WORKDAY TRANSACTION DEADLINE IS SPM**</u>	19 (Day 11) Spring Break (Earned 11/05/24)	20 (Day 12) SRA & Other Deduction Documentation due to CPB	21 (Day 13)	22 (Day 14) PP19 Ends
HR Transaction Freeze						
Review Pay Calculations					Payroll Blackout	
23 (Day 1) PP20 Starts	24 (Day 2) Begin creating, changing, and/or approving HR transactions for the current period.	25 (Day 3) NRA Paperwork due to Payroll	26 (Day 4) Begin reviewing pay calcs for the current pay period. Unit Reviews RPT 810 - Payroll Department Calculation Totals	27 (Day 5)	28 (Day 6) \$ Paycheck issued for PP19	29 (Day 7) Time sheet cut off for all employees for PP19
Payroll Blackout						
HR Transaction Freeze			Review Pay Calculations			
30 (Day 8)	31 (Day 9)					
Review Pay Calculations						

****PLEASE MAKE NOTE OF NEW HR TRANSACTION DEADLINE TIME****

April 2025 (FY25)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 (Day 10) Last day to create, change, or approve HR transactions for the current pay period. <u>**NEW WORKDAY TRANSACTION DEADLINE IS 5PM**</u> SRA & Other Deduction Documentation due to Payroll	2 (Day 11)	3 (Day 12) SRA & Other Deduction Documentation due to CPB	4 (Day 13)	5 (Day 14) PP20 Ends
		Review Pay Calculations			HR Transaction Freeze	
6 (Day 1) PP21 Starts Payroll Blackout	7 (Day 2) Begin creating, changing, and/or approving HR transactions for the current period.	8 (Day 3) NRA Paperwork due to Payroll	9 (Day 4) Begin reviewing pay calcs for the current pay period. Unit Reviews RPT 810 - Payroll Department Calculation Totals	10 (Day 5)	11 (Day 6) \$ Paycheck issued for PP20	12 (Day 7) Time sheet cut off for all employees for PP20
HR Transaction Freeze			Review Pay Calculations			
13 (Day 8)	14 (Day 9)	15 (Day 10) Last day to create, change, or approve HR transactions for the current pay period. <u>**NEW WORKDAY TRANSACTION DEADLINE IS 5PM**</u> SRA & Other Deduction Documentation due to Payroll	16 (Day 11)	17 (Day 12) SRA & Other Deduction Documentation due to CPB	18 (Day 13)	19 (Day 14) PP21 Ends
Review Pay Calculations			Payroll Blackout			
20 (Day 1) PP22 Starts Payroll Blackout	21 (Day 2) Begin creating, changing, and/or approving HR transactions for the current period.	22 (Day 3) NRA Paperwork due to Payroll	23 (Day 4) Begin reviewing pay calcs for the current pay period. Unit Reviews RPT 810 - Payroll Department Calculation Totals	24 (Day 5)	25 (Day 6) \$ Paycheck issued for PP21	26 (Day 7) Time sheet cut off for all employees for PP21
HR Transaction Freeze			Review Pay Calculations			
27 (Day 8)	28 (Day 9)	29 (Day 10) Last day to create, change, or approve HR transactions for the current pay period. <u>**NEW WORKDAY TRANSACTION DEADLINE IS 5PM**</u> SRA & Other Deduction Documentation due to Payroll	30 (Day 11) Begin reviewing pay calcs for the current pay period. Unit Reviews RPT 810 - Payroll Department Calculation Totals HR Transaction Freeze			
Review Pay Calculations						

****PLEASE MAKE NOTE OF NEW HR TRANSACTION DEADLINE TIME****

May 2025 (FY25)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday			
				1 (Day 12) <i>SRA & Other Deduction Documentation due to CPB</i>	2 (Day 13)	3 (Day 14) PP22 Ends			
				HR Transaction Freeze			Review Pay Calculations	Payroll Blackout	
				4 (Day 1) PP23 Starts	5 (Day 2) Begin creating, changing, and/or approving HR transactions for the current period.	6 (Day 3) NRA Paperwork due to Payroll	7 (Day 4) Begin reviewing pay calcs for the current pay period. Unit Reviews RPT 810 - Payroll Department Calculation Totals	8 (Day 5)	9 (Day 6) \$ Paycheck issued for PP22
HR Transaction Freeze			Review Pay Calculations						
11 (Day 8)	12 (Day 9)	13 (Day 10) Last day to create, change, or approve HR transactions for the current pay period. **NEW WORKDAY TRANSACTION DEADLINE IS SPM** <i>SRA & Other Deduction Documentation due to Payroll</i>	14 (Day 11)	15 (Day 12) <i>SRA & Other Deduction Documentation due to CPB</i>	16 (Day 13)	17 (Day 14) PP23 Ends			
Review Pay Calculations			HR Transaction Freeze		Payroll Blackout				
18 (Day 1) PP24 Starts	19 (Day 2) Begin creating, changing, and/or approving HR transactions for the current period.	20 (Day 3) NRA Paperwork due to Payroll	21 (Day 4) Begin reviewing pay calcs for the current pay period. Unit Reviews RPT 810 - Payroll Department Calculation Totals	22 (Day 5)	23 (Day 6) \$ Paycheck issued for PP23	24 (Day 7) Time sheet cut off for all employees for PP23			
HR Transaction Freeze			Review Pay Calculations						
25 (Day 8)	26 (Day 9) Memorial Day Holiday	27 (Day 10) Last day to create, change, or approve HR transactions for the current pay period. **NEW WORKDAY TRANSACTION DEADLINE IS SPM** <i>SRA & Other Deduction Documentation due to Payroll</i>	28 (Day 11)	29 (Day 12) <i>SRA & Other Deduction Documentation due to CPB</i>	30 (Day 13)	31 (Day 14) PP24 Ends			
Review Pay Calculations			HR Transaction Freeze		Payroll Blackout				

****PLEASE MAKE NOTE OF NEW HR TRANSACTION DEADLINE TIME****

June 2025 (FY25)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 (Day 1) PP25 Starts	2 (Day 2) Begin creating, changing, and/or approving HR transactions for the current period.	3 (Day 3)	4 (Day 4) Begin reviewing pay calcs for the current pay period. Unit Reviews RPT 810 - Payroll Department Calculation Totals	5 (Day 5)	6 (Day 6) \$ Paycheck issued for PP24	7 (Day 7) Time sheet cut off for all employees for PP24
Payroll Blackout		NRA Paperwork due to Payroll		Review Pay Calculations		
HR Transaction Freeze			Review Pay Calculations			
8 (Day 8)	9 (Day 9)	10 (Day 10) Last day to create, change, or approve HR transactions for the current pay period. **NEW WORKDAY TRANSACTION DEADLINE IS 5PM** SRA & Other Deduction Documentation due to Payroll	11 (Day 11)	12 (Day 12) SRA & Other Deduction Documentation due to CPB	13 (Day 13)	14 (Day 14) PP25 Ends
Review Pay Calculations					HR Transaction Freeze	
Payroll Blackout			Review Pay Calculations			
15 (Day 1) PP26 Starts	16 (Day 2) Begin creating, changing, and/or approving HR transactions for the current period.	17 (Day 3)	18 (Day 4) Begin reviewing pay calcs for the current pay period. Unit Reviews RPT 810 - Payroll Department Calculation Totals	19 (Day 5) Juneteenth Holiday	20 (Day 6) \$ Paycheck issued for PP25	21 (Day 7) Time sheet cut off for all employees for PP25
Payroll Blackout		NRA Paperwork due to Payroll		Review Pay Calculations		
HR Transaction Freeze			Review Pay Calculations			
22 (Day 8)	23 (Day 9)	24 (Day 10) Last day to create, change, or approve HR transactions for the current pay period. **NEW WORKDAY TRANSACTION DEADLINE IS 5PM** SRA & Other Deduction Documentation due to Payroll	25 (Day 11)	26 (Day 12) SRA & Other Deduction Documentation due to CPB	27 (Day 13)	28 (Day 14) PP26 Ends
Review Pay Calculations					HR Transaction Freeze	
Payroll Blackout			Review Pay Calculations			
29 (Day 1) PP01 Starts	30 (Day 2) Begin creating, changing, and/or approving HR transactions for the current period.					
Payroll Blackout						
HR Transaction Freeze						

****SUBJECT TO CHANGE BASED ON CPB CALENDAR****

July 2025 (FY26)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 (Day 3) NRA Paperwork due to Payroll	2 (Day 4) Begin reviewing pay calcs for the current pay period. Unit Reviews RPT 810 - Payroll Department Calculation Totals	3 (Day 5) \$ Paycheck issued for PP26	4 (Day 6) Independence Day Holiday	5 (Day 7) Time sheet cut off for all employees for PP26
		HR Transaction Freeze	Review Pay Calculations			
6 (Day 8)	7 (Day 9)	8 (Day 10) Last day to create, change, or approve HR transactions for the current pay period. <u>**NEW WORKDAY TRANSACTION DEADLINE IS 5PM**</u> SRA & Other Deduction Documentation due to Payroll	9 (Day 11)	10 (Day 12) SRA & Other Deduction Documentation due to CPB	11 (Day 13)	12 (Day 14) PP01 Ends
Review Pay Calculations			HR Transaction Freeze		Payroll Blackout	
13 (Day 1) PP02 Starts	14 (Day 2) Begin creating, changing, and/or approving HR transactions for the current period.	15 (Day 3) NRA Paperwork due to Payroll	16 (Day 4) Begin reviewing pay calcs for the current pay period. Unit Reviews RPT 810 - Payroll Department Calculation Totals	17 (Day 5)	18 (Day 6) \$ Paycheck issued for PP01	19 (Day 7) Time sheet cut off for all employees for PP01
Payroll Blackout		Review Pay Calculations				
HR Transaction Freeze		Review Pay Calculations				
20 (Day 8)	21 (Day 9)	22 (Day 10) Last day to create, change, or approve HR transactions for the current pay period. <u>**NEW WORKDAY TRANSACTION DEADLINE IS 5PM**</u> SRA & Other Deduction Documentation due to Payroll	23 (Day 11)	24 (Day 12) SRA & Other Deduction Documentation due to CPB	25 (Day 13)	26 (Day 14) PP02 Ends
Review Pay Calculations			HR Transaction Freeze		Payroll Blackout	
27 (Day 1) PP03 Starts	28 (Day 2) Begin creating, changing, and/or approving HR transactions for the current period.	29 (Day 3) NRA Paperwork due to Payroll	30 (Day 4) Begin reviewing pay calcs for the current pay period. Unit Reviews RPT 810 - Payroll Department Calculation Totals	31 (Day 5)		
Payroll Blackout		Review Pay Calculations				
HR Transaction Freeze		Review Pay Calculations				