



# January 2025 Payroll Calendar

Time entry is due close of business on Monday for the previous week.

During PY Corrections the system is unavailable between 3:30 - 7:30 am, noon - 1 pm, and 3:30 - 4:30 pm.

Last day of PY monthly corrections the system is unavailable from noon until monthly finalization is completed.

All employee records will be unavailable for updates during the finalization process for any payroll.

Employees with error conditions during the finalization process may not be paid.

Agencies should submit their NCFS requisitions (disbursements) by 10:30 am.

Integrated HR/Payroll System will charge back any bank fees incurred due to late or rejected NCFS requisitions.

The payroll/time wall date is updated on employee records the morning after finalization for biweekly and monthly employees.

01 = Monthly Payroll

04 = Bi-weekly Payroll

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 Submitted	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 Payroll Calendar

Time entry is due close of business on Monday for the previous week.

During PY Corrections the system is unavailable between 3:30 - 7:30 am, noon - 1 pm, and 3:30 - 4:30 pm.

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04 = Bi-weekly Payroll

February 2025						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
						1 0405 Period Begins
2	3 Time Entry COB	4 NCFS HP Req Posted	5	6 0404 PY Initialization	7 0404 PY Corrections	8
9	10 Time Entry COB 0404 PY Corrections	11 0404 PY Finalization BWD 12-07-24	12 NCFS Reqs Posted	13 NCFS Reqs Submitted	14 0404 Pay Day 0405 Period End	15 0406 Period Begins
16	17 Time Entry COB	18	19 0102 PY Initialization	20 0102 PY Corrections 0402 PY Initialization	21 0102 PY Corrections 0405 PY Corrections	22
23	24 Time Entry COB 0102 PY Corrections 0405 PY Corrections	25 0102 PY Finalization MWD 01-01-25 0405 PY Finalization BWD 12-21-24	26 NCFS Reqs Posted NCFS Reqs Posted	27 NCFS Reqs Submitted NCFS Reqs Submitted	28 0102 Pay Day 0102 Period End 0405 Pay Day 0406 Period End	1 0407 Period Begins



# March 2025 Payroll Calendar

Time entry is due close of business on Monday for the previous week.

During PY Corrections the system is unavailable between 3:30 - 7:30 am, noon - 1 pm, and 3:30 - 4:30 pm.

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01 = Monthly Payroll

04 = Bi-weekly Payroll

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



# April 2025 Payroll Calendar

Time entry is due close of business on Monday for the previous week.

During PY Corrections the system is unavailable between 3:30 - 7:30 am, noon - 1 pm, and 3:30 - 4:30 pm.

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All employee records will be unavailable for updates during the finalization process for any payroll.

Employees with error conditions during the finalization process may not be paid.

Agencies should submit their NCFS requisitions (disbursements) by 10:30 am.

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01 = Monthly Payroll

04 = Bi-weekly Payroll

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



# May 2025 Payroll Calendar

Time entry is due close of business on Monday for the previous week.

During PY Corrections the system is unavailable between 3:30 - 7:30 am, noon - 1 pm, and 3:30 - 4:30 pm.

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



# June 2025 Payroll Calendar

Time entry is due close of business on Monday for the previous week.

During PY Corrections the system is unavailable between 3:30 - 7:30 am, noon - 1 pm, and 3:30 - 4:30 pm.

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04 = Bi-weekly Payroll

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



# July 2025 Payroll Calendar

Time entry is due close of business on Monday for the previous week.

During PY Corrections the system is unavailable between 3:30 - 7:30 am, noon - 1 pm, and 3:30 - 4:30 pm.

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04 = Bi-weekly Payroll

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



# August 2025 Payroll Calendar

Time entry is due close of business on Monday for the previous week.

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04 = Bi-weekly Payroll

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





# September 2025 Payroll Calendar

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September 2025						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
	1 Labor Day	2 Time Entry COB	3 NCFS HP Req Posted	4 0419 PY Initialization	5 0419 PY Corrections	6
7	8 Time Entry COB 0419 PY Corrections	9 0419 PY Finalization BWD 07-05-25	10 NCFS Reqs Posted	11 NCFS Reqs Submitted	12 0419 Pay Day 0420 Period End	13 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 Payroll Calendar

Time entry is due close of business on Monday for the previous week.

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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 Time Entry COB 0421 PY Corrections	7 0421 PY Finalization BWD 08-02-25	8 NCFS Reqs Posted	9 NCFS Reqs Submitted	10 0421 Pay Day 0422 Period End	11 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 Payroll Calendar

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01 = Monthly Payroll

04 = Bi-weekly Payroll

November 2025						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
						1
2	3 Time Entry COB 0423 PY Corrections	4 0423 PY Finalization BWD 08-30-25 NCFS HP Req Posted	5 NCFS Reqs Posted	6 NCFS Reqs Submitted	7 0423 Pay Day 0424 Period End	8 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 Posted	NCFS Reqs Submitted 0425 PY Initialization	0111 Pay Day 0425 Corrections	Thanksgiving	Thanksgiving	



# December 2025 Payroll Calendar

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04 = Bi-weekly Payroll

December 2025						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
	1 Time Entry COB 0425 PY Corrections	2 0425 PY Finalization BWD 09-27-25 NCFS HP Req Posted	3 NCFS Reqs Posted	4 NCFS Reqs Submitted	5 0425 Pay Day 0426 Period End	6 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 Time Entry COB NCFS Reqs Posted 0401 PY Finalization BWD 10-25-25	30 NCFS Reqs Submitted NCFS Reqs Posted	31 0112 Pay Day 0112 Period End NCFS Reqs Submitted	1 2026 New Year's Day	2 0401 Pay Day 0402 Period End	3 0403 Period Begins