

M1 Payroll Schedule

January 2025 - December 2025

Period	Start Date	End Date	Pay	Payroll Run Day	Deadlines are 5:00 PM		
					Manager Timecard Approval Deadline		Deadline for Documents to HRSC to Meet Payroll
					With Supplementary Pay	Without Supplementary Pay	
1 2025 Calendar Month	1-Jan-25	31-Jan-25	31-Jan-25	22-Jan-25	21-Jan-25	7-Feb-25	7-Jan-25
2 2025 Calendar Month	1-Feb-25	28-Feb-25	28-Feb-25	19-Feb-25	18-Feb-25	7-Mar-25	7-Feb-25
3 2025 Calendar Month	1-Mar-25	31-Mar-25	28-Mar-25	20-Mar-25	19-Mar-25	28-Mar-25	7-Mar-25
4 2025 Calendar Month	1-Apr-25	30-Apr-25	30-Apr-25	24-Apr-25	23-Apr-25	7-May-25	7-Apr-25
5 2025 Calendar Month	1-May-25	31-May-25	30-May-25	27-May-25	26-May-25	7-Jun-25	7-May-25
6 2025 Calendar Month	1-Jun-25	30-Jun-25	30-Jun-25	24-Jun-25	23-Jun-25	6-Jul-25	6-Jun-25
7 2025 Calendar Month	1-Jul-25	31-Jul-25	31-Jul-25	24-Jul-25	23-Jul-25	7-Aug-25	7-Jul-25
8 2025 Calendar Month	1-Aug-25	31-Aug-25	29-Aug-25	20-Aug-25	19-Aug-25	8-Sep-25	7-Aug-25
9 2025 Calendar Month	1-Sep-25	30-Sep-25	26-Sep-25	18-Sep-25	17-Sep-25	7-Oct-25	8-Sep-25
10 2025 Calendar Month	1-Oct-25	31-Oct-25	31-Oct-25	28-Oct-25	27-Oct-25	8-Nov-25	7-Oct-25
11 2025 Calendar Month	1-Nov-25	30-Nov-25	28-Nov-25	25-Nov-25	24-Nov-25	7-Dec-25	7-Nov-25
12 2025 Calendar Month	1-Dec-25	31-Dec-25	31-Dec-25	18-Dec-25	17-Dec-25	9-Jan-26	8-Dec-25

There are two timecard approval deadlines for managers to follow. See below:

- Timecards **with supplementary pay** (e.g. Overtime / Camp Differential), follow the 1st column.

- Timecards **with no supplementary pay**, follow the 2nd column.

**** See Commuication regarding Fiscal Year End Timecard Requirements**