

**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	01-Jan-25	31-Jan-25	31-Jan-25	22-Jan-25	21-Jan-25	07-Feb-25	07-Jan-25	
2 2025 Calendar Month	01-Feb-25	28-Feb-25	28-Feb-25	19-Feb-25	18-Feb-25	07-Mar-25	07-Feb-25	
3 2025 Calendar Month	01-Mar-25	31-Mar-25	28-Mar-25	20-Mar-25	19-Mar-25	03-Apr-25	07-Mar-25	
4 2025 Calendar Month	01-Apr-25	30-Apr-25	30-Apr-25	24-Apr-25	23-Apr-25	07-May-25	07-Apr-25	
5 2025 Calendar Month	01-May-25	31-May-25	30-May-25	27-May-25	26-May-25	07-Jun-25	07-May-25	
6 2025 Calendar Month	01-Jun-25	30-Jun-25	30-Jun-25	24-Jun-25	23-Jun-25	06-Jul-25	06-Jun-25	
7 2025 Calendar Month	01-Jul-25	31-Jul-25	31-Jul-25	24-Jul-25	23-Jul-25	07-Aug-25	07-Jul-25	
8 2025 Calendar Month	01-Aug-25	31-Aug-25	29-Aug-25	20-Aug-25	19-Aug-25	08-Sep-25	07-Aug-25	
9 2025 Calendar Month	01-Sep-25	30-Sep-25	26-Sep-25	18-Sep-25	17-Sep-25	07-Oct-25	08-Sep-25	
10 2025 Calendar Month	01-Oct-25	31-Oct-25	31-Oct-25	23-Oct-25	22-Oct-25	08-Nov-25	07-Oct-25	
11 2025 Calendar Month	01-Nov-25	30-Nov-25	28-Nov-25	25-Nov-25	24-Nov-25	07-Dec-25	07-Nov-25	
12 2025 Calendar Month	01-Dec-25	31-Dec-25	31-Dec-25	18-Dec-25	17-Dec-25	09-Jan-26	08-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**