

HUMAN RESOURCES DUE DATES

January 2025

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|---|--|--|---|--|----------|
| | | | 1 STATE OBSERVED HOLIDAY OFFICES CLOSED | 2 Supplemental EFT Cancellation Deadline 10:00 A.M. Mail Supplemental Warrants Agency Prior Qtr Adj Cutoff Ends | 3 | 4 |
| 5 | 6 Supplemental Payday LAST DAY TO ADJUST 2024 W-2s | 7 | 8 | 9 Supplemental Payroll Due Date MASS UPLOAD TEMPLATE DUE | 10 | 11 |
| 12 | 13 | 14 | 15 Supplemental RDS Reports | 16 Supplemental EFT Cancellation Deadline 10:00 A.M. MAIL SUPPLEMENTAL WARRANTS | 17 MONTHLY & CJIP PAYROLL DUE DATE | 18 |
| 19 | 20 STATE OBSERVED HOLIDAY OFFICES CLOSED | 21 Supplemental Payday LAST DAY TO PROCESS BENEFITS FOR MONTHLY PAYROLL | 22 | 23 Supplemental Payroll Due Date PROCESS MONTHLY PAYROLL | 24 Monthly & CJIP RDS Reports Rate Reports | 25 |
| 26 | 27 MAIL MONTHLY WARRANTS | 28 | 29 Monthly EFT Cancellation Deadline 10:00 A.M. Supplemental RDS Reports | 30 Supplemental EFT Cancellation Deadline 10:00 A.M. Mail Supplemental Warrants | 31 LAST DAY FOR FEBRUARY HEALTH ONLY EFFECTIVE DATE Monthly & CJIP Payday | |

Notes:

Red = Payroll Deadlines

Blue = Statutory or other reports due to JAC

23 WORKDAYS

184 CONTRACTED HOURS

HUMAN RESOURCES DUE DATES February 2025

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|---------------------------------------|--|---|--|--|----------|
| | | | | | | 1 |
| 2 | 3 Supplemental Payday | 4 | 5 | 6 Supplemental payroll due date | 7 MASS UPLOAD TEMPLATE DUE TO JAC | 8 |
| 9 | 10 | 11 | 12 Supplemental RDS Reports | 13 Supplemental EFT Cancellation Deadline 10:00 A.M. MAIL SUPPLEMENTAL WARRANTS | 14 Exempt W-4's Expire after Nightly Processing | 15 |
| 16 | 17 MONTHLY & CJIP PAYROLL DUE DATE | 18 Supplemental Payday LAST DAY TO PRCESS BENEFITS FOR MONTHLY PAYROLL | 19 | 20 Supplemental payroll due date PROCESS MONTHLY PAYROLL | 21 Monthly RDS Reports Rate Reports CJIP RDS Reports | 22 |
| 23 | 24 MAIL MONTHLY WARRANTS | 25 | 26 10:00 A.M. EFT CANCEL DEADLINE – MONTHLY & CJIP Supplemental RDS Reports | 27 Supplemental EFT Cancellation Deadline 10:00 A.M. MAIL SUPPLEMENTAL WARRANTS | 28 LAST DAY FOR MARCH HEALTH ONLY EFFECTIVE DATE Monthly & CJIP Payday | |

Notes:

Red = Payroll Deadlines
 Blue = Statutory or other reports due to JAC
20 WORKDAYS
160 CONTRACTED HOURS

HUMAN RESOURCES DUE DATES

March 2025

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|-----------------------------------|---|---|---|--|--|----------|
| | | | | | | 1 |
| 2 | 3 Supplemental Payday | 4 | 5 | 6 Supplemental payroll due date | 7 | 8 |
| 9 DAYLIGHT SAVINGS TIME BEGINS | 10 | 11 MASS UPLOAD TEMPLATE DUE TO JAC | 12 Supplemental RDS Reports | 13 Supplemental EFT Cancellation Deadline 10:00 A.M. MAIL SUPPLEMENTAL WARRANTS | 14 Agency Prior Qtr Adj Cutoff Begins | 15 |
| 16 | 17 Supplemental Payday | 18 | 19 MONTHLY PAYROLL & CJIP DUE DATE | 20 Supplemental payroll due date | 21 LAST DAY TO PROCESS BENEFITS FOR MONTHLY PAYROLL | 22 |
| 23 | 24 PROCESS MONTHLY PAYROLL | 25 Monthly RDS Reports Rate Reports CJIP RDS Reports | 26 Supplemental RDS Reports MAIL MONTHLY WARRANTS | 27 Supplemental & Monthly EFT Cancellation Deadline 10:00 A.M. MAIL SUPPLEMENTAL | 28 | 29 |
| 30 | 31 Monthly & CJIP Payday Supplemental Payday LAST DAY FOR APRIL HEALTH ONLY EFFECTIVE DATE | | | | | |

Notes:

Red = Payroll Deadlines

Blue = Statutory or other reports due to JAC

21 WORKDAYS

168 CONTRACTED HOURS

HUMAN RESOURCES DUE DATES

April 2025

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--|--|--|---|--|----------|
| | | 1 Agency Prior QTR Adj Cutoff Ends | 2 | 3 Supplemental payroll due date | 4 | 5 |
| 6 | 7 | 8 | 9 Supplemental RDS Reports | 10 Supplemental EFT Cancel Deadline 10:00 A.M. MAIL SUPPLEMENTAL WARRANTS MASS UPLOAD TEMPLATE DUE TO JAC | 11 | 12 |
| 13 | 14 SUPPLEMENTAL PAYDAY | 15 | 16 | 17 Supplemental payroll due date | 18 MONTHLY & CJIP PAYROLL DUE DATE | 19 |
| 20 | 21 LAST DAY TO PROCESS BENEFITS FOR MONTHLY PAYROLL | 22 | 23 PROCESS MONTHLY PAYROLL Supplemental RDS Reports | 24 Supplemental EFT Cancel Deadline 10:00 A.M. Monthly & CJIP RDS Reports MAIL SUPPLEMENTAL WARRANTS | 25 MAIL MONTHLY WARRANTS | 26 |
| 27 | 28 10:00 A.M. EFT Cancel Deadline Monthly & CJIP Supplemental Payday | 29 | 30 Monthly & CJIP Payday LAST DAY FOR MAY HEALTH ONLY EFF DATE | | | |

Notes:

Red = Payroll Deadlines

Blue = Statutory or other reports due to JAC

22 WORKDAYS

176 CONTRACTED HOURS

HUMAN RESOURCES DUE DATES

May 2025

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|---|--|---|--|---|----------|
| | | | | 1 Supplemental payroll due date | 2 | 3 |
| 4 | 5 | 6 | 7 Supplemental RDS Reports | 8 Supplemental EFT Cancel Deadline 10:00 A.M. MAIL SUPPLEMENTAL WARRANTS | 9 MASS UPLOAD TEMPLATE DUE TO JAC | 10 |
| 11 | 12 Supplemental Payday | 13 | 14 | 15 Supplemental payroll due date | 16 | 17 |
| 18 | 19 MONTHLY & CJIP PAYROLL DUE DATE | 20 LAST DAY TO PROCESS BENEFITS FOR MONTHLY PAYROLL | 21 Supplemental RDS Reports | 22 PROCESS MONTHLY PAYROLL MAIL SUPPLEMENTAL WARRANTS Supplemental EFT Cancel Deadline 10:00 A.M. | 23 Monthly & CJIP RDS Reports | 24 |
| 25 | 26 STATE OBSERVED HOLIDAY OFFICES CLOSED | 27 Supplemental Payday MAIL MONTHLY WARRANTS | 28 10:00 A.M. EFT Cancel Deadline – Monthly & CJIP | 29 Supplemental payroll due date | 30 Monthly & CJIP Payday LAST DAY FOR JUNE HEALTH ONLY EFF DATE | 31 |

Notes:

Red = Payroll Deadlines
 Blue = Statutory or other reports due to JAC
22 WORKDAYS
176 CONTRACTED HOURS

HUMAN RESOURCES DUE DATES

June 2025

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|---|--|---|--|-------------------------------|----------|
| 1 | 2 | 3 | 4 Supplemental RDS Reports | 5 Supplemental EFT Cancel Deadline 10:00 A.M. MAIL SUPPLEMENTAL WARRANTS | 6 | 7 |
| 8 | 9 Supplemental Payday MASS UPLOAD TEMPLATE DUE TO JAC | 10 | 11 Supplemental payroll due date | 12 Agency Prior Qtr Adj Cutoff Begins | 13 | 14 |
| 15 | 16 | 17 Supplemental RDS Reports MONTHLY PAYROLL DUE DATE | 18 MAIL SUPPLEMENTAL WARRANTS Supplemental EFT Cancel Deadline 10:00 A.M. LAST DAY TO PROCESS BENEFITS FOR MONTHLY PAYROLL | 19 | 20 PROCESS MONTHLY PAYROLL | 21 |
| 22 | 23 Supplemental Payday Monthly RDS Reports | 24 MAIL MONTHLY WARRANTS | 25 Supplemental payroll due date | 26 10:00 A.M. EFT Cancel Deadline – Monthly & CJIP | 27 | 28 |
| 29 | 30 Monthly & CJIP Payday LAST DAY FOR JULY BENEFITS EFF DATE FY Rate Reports | | | | | |

Notes:

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21 WORKDAYS
168 CONTRACTED HOURS

HUMAN RESOURCES DUE DATES

July 2025

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|---|---|---|--|--|----------|
| | | 1 Financial Disclosures Due to the Commission on Ethics Supplemental RDS Reports Agency Prior Qtr Adj Cutoff Ends | 2 Supplemental EFT Cancel Deadline 10:00 A.M. MAIL SUPPLEMENTAL WARRANTS | 3 | 4 STATE OBSERVED HOLIDAY OFFICES CLOSED | 5 |
| 6 | 7 Supplemental Payday | 8 | 9 | 10 Supplemental payroll due date | 11 MASS UPLOAD TEMPLATE DUE TO JAC | 12 |
| 13 | 14 | 15 | 16 Supplemental RDS Reports | 17 Supp. EFT Cancel Deadline 10:00 A.M. MAIL SUPPLEMENTAL WARRANTS | 18 ASA/APD Termination Reports to the JROs | 19 |
| 20 | 21 MONTHLY & CJIP PAYROLL DUE DATE Supplemental Payday | 22 LAST DAY TO PROCESS BENEFITS FOR MONTHLY PAYROLL | 23 | 24 Supplemental payroll due date PROCESS MONTHLY PAYROLL | 25 Monthly & CJIP RDS Reports | 26 |
| 27 | 28 MAIL MONTHLY WARRANTS | 29 10:00 A.M. EFT Cancel Deadline – Monthly & CJIP | 30 Supplemental RDS Report | 31 Monthly & CJIP Payday LAST DAY FOR AUGUST HEALTH ONLY EFF DATE Supplemental EFT Cancel Deadline 10:00 A.M. MAIL SUPPLEMENTAL WARRANTS | | |

Notes:

Red = Payroll Deadlines
 Blue = Statutory or other reports due to JAC
23 WORKDAYS
184 CONTRACTED HOURS

HUMAN RESOURCES DUE DATES

August 2025

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|---|---|--|--|---|----------|
| | | | | | 1 | 2 |
| 3 | 4 Supplemental Payday | 5 | 6 | 7 Supplemental payroll due date | 8 OPS Reports Due to OPB MASS UPLOAD TEMPLATE DUE TO JAC | 9 |
| 10 | 11 | 12 | 13 Supplemental RDS Reports | 14 Supplemental EFT Cancel Deadline 10:00 A.M. MAIL SUPPLEMENTAL WARRANTS | 15 | 16 |
| 17 | 18 Supplemental Payday MONTHLY PAYROLL DUE DATE | 19 LAST DAY TO PROCESS BENEFITS FOR MONTHLY PAYROLL | 20 | 21 PROCESS MONTHLY PAYROLL Supplemental payroll due date | 22 Monthly & CJIP RDS Reports | 23 |
| 24 | 25 MAIL MONTHLY WARRANTS | 26 | 27 10:00 A.M. EFT Cancel Deadline – Monthly & CJIP Supplemental RDS Reports | 28 Supplemental EFT Cancel Deadline 10:00 A.M. MAIL SUPPLEMENTAL WARRANTS | 29 Monthly & CJIP Payday LAST DAY FOR SEPTEMBER HEALTH ONLY EFF DATE | 30 |
| 31 | | | | | | |

Notes:

Red = Payroll Deadlines
 Blue = Statutory or other reports due to JAC
21 WORKDAYS
168 CONTRACTED HOURS

HUMAN RESOURCES DUE DATES **September 2025**

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--|---|---|--|---|----------|
| | 1 STATE OBSERVED HOLIDAY OFFICES CLOSED | 2 Supplemental Payday | 3 | 4 Supplemental payroll due date | 5 <u>LUMP-SUM BONUS PLANS DUE TO JAC</u> | 6 |
| 7 | 8 | 9 MASS UPLOAD TEMPLATE DUE TO JAC | 10 Supplemental RDS Reports | 11 Supplemental EFT Cancel Deadline 10:00 A.M. MAIL SUPPLEMENTAL WARRANTS | 12 Agency Prior Qtr Adj Cutoff Begins | 13 |
| 14 | 15 Supplemental Payday | 16 | 17 MONTHLY PAYROLL DUE DATE | 18 Supplemental payroll due date | 19 LAST DAY TO PROCESS BENEFITS FOR MONTHLY PAYROLL | 20 |
| 21 | 22 PROCESS MONTHLY PAYROLL | 23 Monthly & CJIP RDS Reports | 24 Supplemental RDS Reports MAIL MONTHLY WARRANTS | 25 Supplemental EFT Cancel Deadline 10:00 A.M. MAIL SUPPLEMENTAL WARRANTS | 26 10:00 A.M. EFT Cancel Deadline Monthly & CJIP | 27 |
| 28 | 29 Supplemental Payday | 30 Monthly & CJIP Payday LAST DAY FOR OCTOBER HEALTH ONLY EFF DATE | | | | |

Notes:

Red = Payroll Deadlines
 Blue = Statutory or other reports due to JAC
22 WORKDAYS
176 CONTRACTED HOURS

HUMAN RESOURCES DUE DATES

October 2025

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|---|---------------------------------------|---|--|--|----------|
| | | | 1 Agency Prior Qtr Adj. Cutoff Ends | 2 Supplemental payroll due date | 3 | 4 |
| 5 | 6 | 7 | 8 Supplemental RDS Reports | 9 Supplemental EFT Cancel Deadline 10:00 A.M. MAIL SUPPLEMENTAL WARRANTS | 10 | 11 |
| 12 | 13 MASS UPLOAD TEMPLATE DUE TO JAC | 14 Supplemental Payday | 15 | 16 Supplemental payroll due date | 17 | 18 |
| 19 | 20 | 21 MONTHLY PAYROLL DUE DATE | 22 Supplemental RDS Reports LAST DAY TO PROCESS BENEFITS FOR MONTHLY PAYROLL | 23 MAIL SUPPLEMENTAL WARRANTS Supplemental EFT Cancel Deadline 10:00 A.M. | 24 PROCESS MONTHLY PAYROLL | 25 |
| 26 | 27 Monthly & CJIP RDS Reports Supplemental Payday | 28 MAIL MONTHLY WARRANTS | 29 10:00 A.M. EFT Cancel Deadline – Monthly & CJIP | 30 Supplemental payroll due date | 31 Monthly & CJIP Payday LAST DAY FOR NOVEMBER HEALTH ONLY EFF DATE VEHICLE FRINGE BENEFIT REPORTING PERIOD ENDS | |

Notes:

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23 WORKDAYS
184 CONTRACTED HOURS

HUMAN RESOURCES DUE DATES **November 2025**

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---|--|--|---|---|--|----------|
| | | | | | | 1 |
| 2 STANDARD DAYLIGHT TIME BEGINS | 3 | 4 | 5 Supplemental RDS Reports MASS UPLOAD TEMPLATE DUE TO JAC | 6 Supplemental EFT Cancel Deadline 10:00 A.M. MAIL SUPPLEMENTAL WARRANTS | 7 TAXABLE FRINGE BENEFITS DUE | 8 |
| 9 | 10 Supplemental Payday | 11 STATE OBSERVED HOLIDAY OFFICES CLOSED | 12 | 13 Supplemental payroll due date | 14 MONTHLY PAYROLL DUE DATE | 15 |
| 16 | 17 LAST DAY TO PROCESS BENEFITS FOR MONTHLY PAYROLL | 18 | 19 Supplemental RDS Reports PROCESS MONTHLY PAYROLL | 20 Monthly & CJIP RDS Reports Supplemental EFT Cancel Deadline 10:00 A.M. MAIL SUPPLEMENTAL WARRANTS | 21 MAIL MONTHLY WARRANTS | 22 |
| 23 | 24 Supplemental Payday 10:00 A.M. EFT Cancel Deadline – Monthly & CJIP | 25 Supplemental payroll due date | 26 Monthly & CJIP Payday LAST DAY FOR DECEMBER BENEFITS EFF DATE | 27 STATE OBSERVED HOLIDAY OFFICES CLOSED | 28 STATE OBSERVED HOLIDAY OFFICES CLOSED | 29 |
| 30 | | | | | | |

Notes:

Red = Payroll Deadlines
 Blue = Statutory or other reports due to JAC
20 WORKDAYS
160 CONTRACTED HOURS

HUMAN RESOURCES DUE DATES **December 2025**

****TENTATIVE**** Schedule could change due to Florida PALM cut over.

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--|---|--|---|--|----------|
| | 1 | 2 | 3 Supplemental RDS Reports | 4 Supplemental EFT Cancel Deadline 10:00 A.M. MAIL SUPPLEMENTAL WARRANTS | 5 | 6 |
| 7 | 8 Supplemental Payday | 9 MASS UPLOAD TEMPLATE DUE TO JAC | 10 | 11 Supplemental payroll due date Agency Prior Qtr Adj Cutoff Begins | 12 | 13 |
| 14 | 15 | 16 | 17 Supplemental RDS Reports MONTHLY PAYROLL DUE DATE | 18 Supplemental EFT Cancel Deadline 10:00 A.M. MAIL SUPPLEMENTAL WARRANTS | 19 LAST DAY TO PROCESS BENEFITS FOR MONTHLY PAYROLL | 20 |
| 21 | 22 Supplemental Payday PROCESS MONTHLY PAYROLL | 23 Monthly & CJIP RDS Reports | 24 Supplemental RDS Reports | 25 STATE OBSERVED HOLIDAY OFFICES CLOSED | 26 MAIL MONTHLY WARRANTS Supplemental EFT Cancel Deadline 10:00 A.M. | 27 |
| 28 | 29 LAST 2024 ON-DEMAND 10:00 A.M. EFT Cancel Deadline – Monthly & CJIP | 30 Supplemental Payday NO ON-DEMAND PAYROLL NO DAILY ADJUSTMENTS | 31 Monthly & CJIP Payday LAST DAY FOR JANUARY BENEFITS EFFECTIVE DATE Classification and Pay Plans due to OPB NO ON-DEMAND PAYROLL NO DAILY ADJUSTMENTS | | | |

Notes:

Red = Payroll Deadlines
 Blue = Statutory or other reports due to JAC
23 WORKDAYS
184 CONTRACTED HOURS