

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 PROCESS 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:

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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:

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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			

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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:

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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					

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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		

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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 <u>OPS Reports Due to OPB</u> 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:

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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 LUMP-SUM BONUS PLANS DUE TO JAC	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				

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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 MONTHLY PAYROLL DUE DATE	21	22 Supplemental RDS Reports LAST DAY TO PROCESS BENEFITS FOR MONTHLY PAYROLL	23 MAIL SUPPLEMENTAL WARRANTS PROCESS MONTHLY PAYROLL Supplemental EFT Cancel Deadline 10:00 A.M.	24 Monthly & CJIP RDS Reports	25
26	27 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	

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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 <u>TAXABLE FRINGE BENEFITS DUE</u>	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						

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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	18 Supplemental EFT Cancel Deadline 10:00 A.M. MAIL SUPPLEMENTAL WARRANTS MONTHLY PAYROLL DUE DATE	19 LAST DAY TO PROCESS BENEFITS FOR MONTHLY PAYROLL	20
21	22 Supplemental Payday	23 PROCESS MONTHLY PAYROLL Supplemental payroll due date	24 Monthly & CJIP RDS Reports	25 STATE OBSERVED HOLIDAY OFFICES CLOSED	26 MAIL MONTHLY WARRANTS	27
28	29 LAST 2024 ON-DEMAND 10:00 A.M. EFT Cancel Deadline – Monthly & CJIP	30 Supplemental RDS Reports 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 Supplemental EFT Cancel Deadline 10:00 A.M. NO ON-DEMAND PAYROLL NO DAILY ADJUSTMENTS			

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23 WORKDAYS

184 CONTRACTED HOURS