



THE STATE OF FLORIDA
JUSTICE ADMINISTRATIVE COMMISSION

227 North Bronough Street, Suite 2100
Tallahassee, Florida 32301



Alton L. "Rip" Colvin, Jr.
Executive Director

(850) 488-2415
FAX (850) 488-8944

www.justiceadmin.org

COMMISSIONERS

Diamond R. Litty, Chair
Public Defender, 19th Circuit
Kathleen A. Smith
Public Defender, 20th Circuit
Brian Haas
State Attorney, 10th Circuit
Jack Campbell
State Attorney, 2nd Circuit

MEMORANDUM HR08-2025

To: Agency Administrators
From: Andy Snuggs, Director of Human Resources
Subject: Updates to the 2025 HR Calendar
Date: September 30, 2025

The Department of Financial Services (DFS) has notified State Agencies about updates made to the Payroll Calendar for October and December 2025. We have implemented these changes and highlighted the new dates in green. In most cases, the changes involve a shift of only one day.

The following updates have been made to the 2025 HR Calendar:

October 2025

October 20 – Monthly Payroll Deadline
October 23 – Process Monthly Payroll
October 24 – Rate Reports

December 2025

December 23 – Process Monthly Payroll
December 24 – Rate Reports
December 31 – Supplemental EFT Cancel Deadline 10:00 A.M.

The updated calendar will be uploaded to the JAC website.

Please let us know if you have any questions.

Thank you.

attachment