

2025 SHARP BI-WEEKLY ON-CYCLE PAYROLL SCHEDULE

PAYROLL PERIODS		PAY DATE	TIME & LABOR AND EMPLOYEE DATA FOR PAYSHEET CREATION & PRELIMINARY CALCULATION				CUTOFF FOR TIME & LABOR REPORTED TIME SUBMISSIONS/APPROVALS	CUTOFF FOR TIME & LABOR PAYABLE TIME APPROVALS	PAYROLL TRANSACTIONS POSTED TO SMART AFTER
START DATES	ENDING DATES		FIRST T&LBR ENTRY DATE FOR ON-LINE USERS	CUTOFF INTERFACE USERS	CUTOFF REGENTS FILES	CUTOFF ON-LINE USERS	6:30 P.M. **	7:00 P.M. ***	7:00 P.M.
8-Dec-24	21-Dec-24	3-Jan-25	8-Dec-24	23-Dec-24	26-Dec-24	24-Dec-24	27-Dec-24	27-Dec-24	1-Jan-25
22-Dec-24	4-Jan-25	17-Jan-25	22-Dec-24	6-Jan-25	9-Jan-25	7-Jan-25	10-Jan-25	10-Jan-25	15-Jan-25
5-Jan-25	18-Jan-25	31-Jan-25	5-Jan-25	21-Jan-25	23-Jan-25	21-Jan-25	24-Jan-25	24-Jan-25	29-Jan-25
19-Jan-25	1-Feb-25	14-Feb-25	19-Jan-25	3-Feb-25	6-Feb-25	4-Feb-25	7-Feb-25	7-Feb-25	12-Feb-25
2-Feb-25	15-Feb-25	28-Feb-25	2-Feb-25	17-Feb-25	20-Feb-25	18-Feb-25	21-Feb-25	21-Feb-25	26-Feb-25
16-Feb-25	1-Mar-25	14-Mar-25	16-Feb-25	3-Mar-25	6-Mar-25	4-Mar-25	7-Mar-25	7-Mar-25	12-Mar-25
2-Mar-25	15-Mar-25	28-Mar-25	2-Mar-25	17-Mar-25	20-Mar-25	18-Mar-25	21-Mar-25	21-Mar-25	26-Mar-25
16-Mar-25	29-Mar-25	11-Apr-25	16-Mar-25	31-Mar-25	3-Apr-25	1-Apr-25	4-Apr-25	4-Apr-25	9-Apr-25
30-Mar-25	12-Apr-25	25-Apr-25	30-Mar-25	14-Apr-25	17-Apr-25	15-Apr-25	18-Apr-25	18-Apr-25	23-Apr-25
13-Apr-25	26-Apr-25	9-May-25	13-Apr-25	28-Apr-25	1-May-25	29-Apr-25	2-May-25	2-May-25	7-May-25
27-Apr-25	10-May-25	23-May-25	27-Apr-25	12-May-25	15-May-25	13-May-25	16-May-25	16-May-25	21-May-25
11-May-25	24-May-25	6-Jun-25	11-May-25	27-May-25	29-May-25	27-May-25	30-May-25	30-May-25	4-Jun-25
25-May-25	7-Jun-25	20-Jun-25	25-May-25	9-Jun-25	12-Jun-25	10-Jun-25	13-Jun-25	13-Jun-25	18-Jun-25
8-Jun-25	21-Jun-25	3-Jul-25	8-Jun-25	23-Jun-25	26-Jun-25	24-Jun-25	27-Jun-25	27-Jun-25	2-Jul-25
22-Jun-25	5-Jul-25	18-Jul-25	22-Jun-25	7-Jul-25	10-Jul-25	8-Jul-25	11-Jul-25	11-Jul-25	16-Jul-25
6-Jul-25	19-Jul-25	1-Aug-25	6-Jul-25	21-Jul-25	24-Jul-25	22-Jul-25	25-Jul-25	25-Jul-25	30-Jul-25
20-Jul-25	2-Aug-25	15-Aug-25	20-Jul-25	4-Aug-25	7-Aug-25	5-Aug-25	8-Aug-25	8-Aug-25	13-Aug-25
3-Aug-25	16-Aug-25	29-Aug-25	3-Aug-25	18-Aug-25	21-Aug-25	19-Aug-25	22-Aug-25	22-Aug-25	27-Aug-25
17-Aug-25	30-Aug-25	12-Sep-25	17-Aug-25	2-Sep-25	4-Sep-25	2-Sep-25	5-Sep-25	5-Sep-25	10-Sep-25
31-Aug-25	13-Sep-25	26-Sep-25	31-Aug-25	15-Sep-25	18-Sep-25	16-Sep-25	19-Sep-25	19-Sep-25	24-Sep-25
14-Sep-25	27-Sep-25	10-Oct-25	14-Sep-25	29-Sep-25	2-Oct-25	30-Sep-25	3-Oct-25	3-Oct-25	8-Oct-25
28-Sep-25	11-Oct-25	24-Oct-25	28-Sep-25	13-Oct-25	16-Oct-25	14-Oct-25	17-Oct-25	17-Oct-25	22-Oct-25
12-Oct-25	25-Oct-25	7-Nov-25	12-Oct-25	27-Oct-25	30-Oct-25	28-Oct-25	31-Oct-25	31-Oct-25	5-Nov-25
26-Oct-25	8-Nov-25	21-Nov-25	26-Oct-25	10-Nov-25	13-Nov-25	11-Nov-25	14-Nov-25	14-Nov-25	19-Nov-25
9-Nov-25	22-Nov-25	5-Dec-25	9-Nov-25	24-Nov-25	27-Nov-25	25-Nov-25	26-Nov-25	26-Nov-25	3-Dec-25
23-Nov-25	6-Dec-25	19-Dec-25	23-Nov-25	8-Dec-25	11-Dec-25	9-Dec-25	12-Dec-25	12-Dec-25	17-Dec-25
7-Dec-25	20-Dec-25	2-Jan-26	7-Dec-25	22-Dec-25	25-Dec-25	23-Dec-25	26-Dec-25	26-Dec-25	31-Dec-25
21-Dec-25	3-Jan-26	16-Jan-26	21-Dec-25	5-Jan-26	8-Jan-26	6-Jan-26	9-Jan-26	9-Jan-26	14-Jan-26
4-Jan-26	17-Jan-26	30-Jan-26	4-Jan-26	19-Jan-26	22-Jan-26	20-Jan-26	23-Jan-26	23-Jan-26	28-Jan-26

*Ensure Payable Time exists prior to 7:00 P.M. on cutoff for employees expected to receive sick and/or vacation leave payouts
Preliminary Pay Calculation runs after 7:00 P.M. and each succeeding work day until the cutoff for Correction/Approval of Time and Labor Entries

**Time Admin process runs final time at 6:30 P.M. and produces Payable Time which must be approved by 7:00 P.M.

***Final Pay Calculation runs after 7:00 P.M.

Time and Labor KAGYTL42/INF42 files are Due by 12:00 P.M. (Noon) on these days for Day Batch Processing