

Cut-Offs for Employee Data Forms and Timesheets for Pays of Dec 19, 2024 - Dec 31, 2025

Pay Date		HR must be in receipt of all tickets affecting appointments by Noon	Department data entry to Gryphons at Work by 10:00 pm	HR will approve received workflows by Noon	Period for Time Reporting	All Time Entry hours entered by 10am
19-Dec-24	**	Thursday, Dec 12	Thursday, Dec 12	Friday, Dec 13	November 29 - December 12	Friday, Dec 13
2-Jan-25	**	Wednesday, Dec 18	Wednesday, Dec 18	Thursday, Dec 19	December 13 - December 26	Thursday, Dec 19
16-Jan-25		Friday, Jan 10	Friday, Jan 10	Monday, Jan 13	December 27 - January 09	Monday, Jan 13
30-Jan-25		Friday, Jan 24	Friday, Jan 24	Monday, Jan 27	January 10 - January 23	Monday, Jan 27
13-Feb-25		Friday, Feb 07	Friday, Feb 07	Monday, Feb 10	January 24 - February 06	Monday, Feb 10
27-Feb-25		Friday, Feb 21	Friday, Feb 21	Monday, Feb 24	February 07 - February 20	Monday, Feb 24
13-Mar-25		Friday, Mar 07	Friday, Mar 07	Monday, Mar 10	February 21 - March 06	Monday, Mar 10
27-Mar-25		Friday, Mar 21	Friday, Mar 21	Monday, Mar 24	March 07 - March 20	Monday, Mar 24
10-Apr-25		Friday, Apr 04	Friday, Apr 04	Monday, Apr 07	March 21 - April 03	Monday, Apr 07
24-Apr-25	**	Thursday, Apr 17	Thursday, Apr 17	Monday, Apr 21	April 04 - April 17	Monday, Apr 21
8-May-25		Friday, May 02	Friday, May 02	Monday, May 05	April 18 - May 01	Monday, May 05
22-May-25	**	Thursday, May 15	Thursday, May 15	Friday, May 16	May 02 - May 15	Friday, May 16
5-Jun-25		Friday, May 30	Friday, May 30	Monday, Jun 02	May 16 - May 29	Monday, Jun 02
19-Jun-25		Friday, Jun 13	Friday, Jun 13	Monday, Jun 16	May 30 - June 12	Monday, Jun 16
3-Jul-25	**	Thursday, Jun 26	Thursday, Jun 26	Friday, Jun 27	June 13 - June 26	Friday, Jun 27
17-Jul-25		Friday, Jul 11	Friday, Jul 11	Monday, Jul 14	June 27 - July 10	Monday, Jul 14
31-Jul-25		Friday, Jul 25	Friday, Jul 25	Monday, Jul 28	July 11 - July 24	Monday, Jul 28
14-Aug-25		Friday, Aug 08	Friday, Aug 08	Monday, Aug 11	July 25 - August 07	Monday, Aug 11
28-Aug-25		Friday, Aug 22	Friday, Aug 22	Monday, Aug 25	August 08 - August 21	Monday, Aug 25
11-Sep-25		Friday, Sep 05	Friday, Sep 05	Monday, Sep 08	August 22 - September 04	Monday, Sep 08
25-Sep-25		Friday, Sep 19	Friday, Sep 19	Monday, Sep 22	September 05 - September 18	Monday, Sep 22
9-Oct-25		Friday, Oct 03	Friday, Oct 03	Monday, Oct 06	September 19 - October 02	Monday, Oct 06
23-Oct-25		Friday, Oct 17	Friday, Oct 17	Monday, Oct 20	October 03 - October 16	Monday, Oct 20
6-Nov-25		Friday, Oct 31	Friday, Oct 31	Monday, Nov 03	October 17 - October 30	Monday, Nov 03
20-Nov-25		Friday, Nov 14	Friday, Nov 14	Monday, Nov 17	October 31 - November 13	Monday, Nov 17
4-Dec-25		Friday, Nov 28	Friday, Nov 28	Monday, Dec 01	November 14 - November 27	Monday, Dec 01
18-Dec-25		Friday, Dec 12	Friday, Dec 12	Monday, Dec 15	November 28 - December 11	Monday, Dec 15
31-Dec-25	**	Tuesday, Dec 16	Tuesday, Dec 16	Wednesday, Dec 17	December 12 - December 25	Wednesday, Dec 17

**** Denotes change to regular schedule**

Cut-off times and deadlines are firm.

Departments are responsible for ensuring the timely submission of their data entry and time entry.