



MS Payroll - EPAF Deadline Dates, and Payroll Run Dates

| Pay # | Pay Month covered | EPAF **Deadline Date Must be in Approval Level 90 Payroll-Apply | Payroll Run date | Pay Date |
|-------|-------------------|-----------------------------------------------------------------------------|---------------------|----------|
| 10 | September 2024 | 9/19/24 | 9/23/24 | 10/1/24 |
| 11 | October | 10/22/24 | 10/24/24 | 11/1/24 |
| 12 | November | 11/20/24 | 11/22/24 | 12/2/24 |
| 1 | December | 12/13/24 | 12/17/24 | 1/2/25 |
| 2 | January 2025 | 1/21/25 | 1/23/25 | 2/3/25 |
| 3 | February | 2/19/25 | 2/21/25 | 3/3/25 |
| 4 | March | 3/20/25 | 3/24/25 | 4/1/25 |
| 5 | April | 4/22/25 | 4/24/25 | 5/1/25 |
| 6 | May | 5/21/25 | 5/23/25 | 6/2/25 |
| 7 | June | 6/20/25 | 6/24/25 | 7/1/25 |
| 8 | July | 7/22/25 | 7/24/25 | 8/1/25 |
| 9 | August | 8/20/25 | 8/22/25 | 9/2/25 |

Important Additional Notes:

MS- Monthly Payroll

**Deadline Date means that it must be in the Approval Level 90 Payroll-Apply Status in order for it to be paid on the current payroll cycle. (Above Chart Applies)

After the **Deadline Date Payroll will then become "Locked". We only accept the adjustments such as terminal vacation, contract payout, retro adjustments, and anything to prevent overpayments in between the last EPAF **Deadline date and Payroll run date (2 days). This 2 day open period is the time that PR can use to check documents, do manual calculations and call the various departments to clear issues. Please do not assume that after the payroll "Locks", late EPAFs will be included in the current payroll cycle. Late EPAFs will be included on next Pay Cycle.

BW- Bi-Weekly Payroll

**Deadline Date means that it must be in the Approval Level 90 Payroll-Apply Status in order for it to be paid on the current payroll cycle. Bi-Weekly EPAF deadline dates will be on each Friday at the end of each bi-weekly pay period.

We will lock the payroll at noon on Tuesday (which is the Tuesday before the actual payday and Tuesday after the pay period ending). Final payroll is scheduled to run on Wednesday after Tuesday locks. There will be NO supplements or manual payrolls for Bi-Weekly payroll.