

2024-2025 Payroll, Budget & ProCard Reconciliation Calendar

Color Key
Payroll Due Dates
Budget Reconciliation & Review Due Dates
Procard Due Dates

<input type="checkbox"/>		AUGUST 2024 DEADLINES
<input type="checkbox"/>	1	Approvers: Deadline to Approve July Timesheets Absence Self Service Approvers: Approve Absences online
<input type="checkbox"/>	5	Head Timekeepers: Deadline for July Time Correction Verification
<input type="checkbox"/>	5	Department Budget Reconciliation Due (Department Staff)
<input type="checkbox"/>	6	July ProCard Reconciliations/adjustments must be complete by 5:00 p.m.
<input type="checkbox"/>	8	July ProCard Statements are due in Procurement and Contract Services by 5:00 p.m.
<input type="checkbox"/>	12	Analyst Review of Budgets Due (SABR Analysts)
<input type="checkbox"/>	13	Division Roll-up Due (Sr Budget Analyst)
<input type="checkbox"/>	16	PTF's due to Human Resources
<input type="checkbox"/>	21	Docks must be reported to the Payroll Office
<input type="checkbox"/>	23	August ProCard Transactions available in CFS (July 23, 2024-August 22, 2024)
<input type="checkbox"/>	29	Mid-Month Paid Employees: Deadline to enter August Hours Worked (7/31 through 8/29) Absence Self Service Users: Key Absence for 7/31 through 8/29
<input type="checkbox"/>	30	August ProCard Due to Approver

<input type="checkbox"/>		SEPTEMBER 2024 DEADLINES
<input type="checkbox"/>	2	<i>Labor Day Holiday</i>
<input type="checkbox"/>	3	Approvers: Deadline to Approve August Timesheets Absence Self Service Approvers: Approve Absences online
<input type="checkbox"/>	4	Department Budget Reconciliation Due (Department Staff)
<input type="checkbox"/>	5	Head Timekeepers: Deadline for August Time Correction Verification
<input type="checkbox"/>	6	August ProCard Reconciliations/adjustments must be complete by 5:00 p.m.
<input type="checkbox"/>	10	August ProCard Statements are due in Procurement and Contract Services by 5:00 p.m.
<input type="checkbox"/>	11	Analyst Review of Budgets Due (SABR Analysts)
<input type="checkbox"/>	12	Division Roll-up Due (Sr Budget Analyst)
<input type="checkbox"/>	17	PTF's due to Human Resources
<input type="checkbox"/>	20	Docks must be reported to the Payroll Office
<input type="checkbox"/>	24	September ProCard Transactions available in CFS (August 23, 2024-September 23, 2024)
<input type="checkbox"/>	30	Mid-Month Paid Employees: Deadline to enter September Hours Worked (8/30 through 9/30) Absence Self Service Users: Key Absence for 8/30 through 9/30

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<input type="checkbox"/>		OCTOBER 2024 DEADLINES
<input type="checkbox"/>	1	September ProCard Due to Approver
<input type="checkbox"/>	2	Approvers: Deadline to Approve September Timesheets Absence Self Service Approvers: Approve Absences online
<input type="checkbox"/>	3	Department Budget Reconciliation Due (Department Staff)
<input type="checkbox"/>	4	Head Timekeepers: Deadline for September Time Correction Verification
<input type="checkbox"/>	7	September ProCard Reconciliations/adjustments must be complete by 5:00 p.m.
<input type="checkbox"/>	9	September ProCard Statements are due in Procurement and Contract Services by 5:00 p.m.
<input type="checkbox"/>	10	Analyst Review of Budgets Due (SABR Analysts)
<input type="checkbox"/>	11	Division Roll-up Due (Sr Budget Analyst)
<input type="checkbox"/>	17	PTF's due to Human Resources
<input type="checkbox"/>	22	Docks must be reported to the Payroll Office
<input type="checkbox"/>	23	October ProCard Transactions available in CFS (September 24, 2024-October 22, 2024)
<input type="checkbox"/>	30	Mid-Month Paid Employees: Deadline to enter October Hours Worked (10/1 through 10/30) Absence Self Service Users: Key Absence for 10/1 through 10/30
<input type="checkbox"/>	31	October ProCard Due to Approver

<input type="checkbox"/>		NOVEMBER 2024 DEADLINES
<input type="checkbox"/>	1	Approvers: Deadline to Approve October Timesheets Absence Self Service Approvers: Approve Absences online
<input type="checkbox"/>	5	Head Timekeepers: Deadline for October Time Correction Verification
<input type="checkbox"/>	6	Department Budget Reconciliation Due (Department Staff)
<input type="checkbox"/>	6	October ProCard Reconciliations/adjustments must be complete by 5:00 p.m.
<input type="checkbox"/>	8	October ProCard Statements are due in Procurement and Contract Services by 5:00 p.m.
<input type="checkbox"/>	11	<i>Veteran's Day Holiday</i>
<input type="checkbox"/>	13	Analyst Review of Budgets Due (SABR Analysts)
<input type="checkbox"/>	14	Division Roll-up Due (Sr Budget Analyst)
<input type="checkbox"/>	14	PTF's due to Human Resources
<input type="checkbox"/>	19	Docks must be reported to the Payroll Office
<input type="checkbox"/>	25	November ProCard Transactions available in CFS (October 23, 2024-November 22, 2024)
<input type="checkbox"/>	27	Mid-Month Paid Employees: Deadline to enter November Hours Worked (10/31 through 11/30) Absence Self Service Users: Key Absence for 10/31 through 11/30
<input type="checkbox"/>	28	<i>Thanksgiving Holiday</i>

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<input type="checkbox"/>		DECEMBER 2024 DEADLINES
<input type="checkbox"/>	3	November ProCard Due to Approver
<input type="checkbox"/>	3	Approvers: Deadline to Approve November Timesheets Absence Self Service Approvers: Approve Absences online
<input type="checkbox"/>	5	Head Timekeepers: Deadline for November Time Correction Verification
<input type="checkbox"/>	6	Department Budget Reconciliation Due (Department Staff)
<input type="checkbox"/>	9	November ProCard Reconciliations/adjustments must be complete by 5:00 p.m.
<input type="checkbox"/>	11	November ProCard Statements are due in Procurement and Contract Services by 5:00 p.m.
<input type="checkbox"/>	13	Analyst Review of Budgets Due (SABR Analysts)
<input type="checkbox"/>	15	Division Roll-up Due (Sr Budget Analyst)
<input type="checkbox"/>	16	PTF's due to Human Resources
<input type="checkbox"/>	19	Docks must be reported to the Payroll Office
<input type="checkbox"/>	23	Mid-Month Paid Employees: Deadline to enter December Hours Worked (12/1 through 12/31) Absence Self Service Users: Key Absence for 12/1 through 12/31
<input type="checkbox"/>	24	<i>Gifted Holiday</i>
<input type="checkbox"/>	25-31	<i>Winter Holiday Break</i>

<input type="checkbox"/>		JANUARY 2025 DEADLINES
<input type="checkbox"/>	1	<i>New Years Day Holiday</i>
<input type="checkbox"/>	2	December ProCard Transactions available in CFS (November 23, 2024-December 23, 2024)
<input type="checkbox"/>	3	December ProCard Due to Approver
<input type="checkbox"/>	3	Approvers: Deadline to Approve December Timesheets Absence Self Service Approvers: Approve Absences online
<input type="checkbox"/>	6	Department Budget Reconciliation Due (Department Staff)
<input type="checkbox"/>	7	December ProCard Reconciliations/adjustments must be complete by 5:00 p.m.
<input type="checkbox"/>	7	Head Timekeepers: Deadline for December Time Correction Verification
<input type="checkbox"/>	9	December ProCard Statements are due in Procurement and Contract Services by 5:00 p.m.
<input type="checkbox"/>	13	Analyst Review of Budgets Due (SABR Analysts)
<input type="checkbox"/>	14	Division Roll-up Due (Sr Budget Analyst)
<input type="checkbox"/>	17	PTF's due to Human Resources
<input type="checkbox"/>	20	<i>Martin Luther King Jr. Holiday</i>
<input type="checkbox"/>	22	Docks must be reported to the Payroll Office
<input type="checkbox"/>	23	January ProCard Transactions available in CFS (December 24, 2024-January 22, 2025)
<input type="checkbox"/>	30	Mid-Month Paid Employees: Deadline to enter January Hours Worked (1/1 through 1/30) Absence Self Service Users: Key Absence for 1/1 through 1/30
<input type="checkbox"/>	31	January ProCard Due to Approver

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<input type="checkbox"/>		FEBRUARY 2025 DEADLINES
<input type="checkbox"/>	3	Approvers: Deadline to Approve January Timesheets Absence Self Service Approvers: Approve Absences online
<input type="checkbox"/>	4	Department Budget Reconciliation Due (Department Staff)
<input type="checkbox"/>	5	Head Timekeepers: Deadline for January Time Correction Verification
<input type="checkbox"/>	6	January ProCard Reconciliations/adjustments must be complete by 5:00 p.m.
<input type="checkbox"/>	10	January ProCard Statements are due in Procurement and Contract Services by 5:00 p.m.
<input type="checkbox"/>	11	Analyst Review of Budgets Due (SABR Analysts)
<input type="checkbox"/>	12	Division Roll-up Due (Sr Budget Analyst)
<input type="checkbox"/>	17	PTF's due to Human Resources
<input type="checkbox"/>	20	Docks must be reported to the Payroll Office
<input type="checkbox"/>	25	February ProCard Transactions available in CFS (January 23, 2025-February 24, 2025)
<input type="checkbox"/>	28	Mid-Month Paid Employees: Deadline to enter February Hours Worked (1/31 through 2/28) Absence Self Service Users: Key Absence for 1/31 through 2/28

<input type="checkbox"/>		MARCH 2025 DEADLINES
<input type="checkbox"/>	3	February ProCard Due to Approver
<input type="checkbox"/>	4	Approvers: Deadline to Approve February Timesheets Absence Self Service Approvers: Approve Absences online
<input type="checkbox"/>	5	Department Budget Reconciliation Due (Department Staff)
<input type="checkbox"/>	6	Head Timekeepers: Deadline for February Time Correction Verification
<input type="checkbox"/>	7	February ProCard Reconciliations/adjustments must be complete by 5:00 p.m.
<input type="checkbox"/>	11	February ProCard Statements are due in Procurement and Contract Services by 5:00 p.m.
<input type="checkbox"/>	12	Analyst Review of Budgets Due (SABR Analysts)
<input type="checkbox"/>	13	Division Roll-up Due (Sr Budget Analyst)
<input type="checkbox"/>	17	PTF's due to Human Resources
<input type="checkbox"/>	20	Docks must be reported to the Payroll Office
<input type="checkbox"/>	25	March ProCard Transactions available in CFS (February 25, 2025-March 24, 2025)
<input type="checkbox"/>	28	Mid-Month Paid Employees: Deadline to enter March Hours Worked (3/1 through 3/31) Absence Self Service Users: Key Absence for 3/1 through 3/31
<input type="checkbox"/>	31	<i>Cesar Chavez Holiday</i>

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<input type="checkbox"/>		APRIL 2025 DEADLINES
<input type="checkbox"/>	1	March ProCard Due to Approver
<input type="checkbox"/>	2	Approvers: Deadline to Approve March Timesheets Absence Self Service Approvers: Approve Absences online
<input type="checkbox"/>	3	Department Budget Reconciliation Due (Department Staff)
<input type="checkbox"/>	4	Head Timekeepers: Deadline for March Time Correction Verification
<input type="checkbox"/>	7	March ProCard Reconciliations/adjustments must be complete by 5:00 p.m.
<input type="checkbox"/>	9	March ProCard Statements are due in Procurement and Contract Services by 5:00 p.m.
<input type="checkbox"/>	10	Analyst Review of Budgets Due (SABR Analysts)
<input type="checkbox"/>	11	Division Roll-up Due (Sr Budget Analyst)
<input type="checkbox"/>	17	PTF's due to Human Resources
<input type="checkbox"/>	22	Docks must be reported to the Payroll Office
<input type="checkbox"/>	23	April ProCard Transactions available in CFS (March 25, 2025-April 22, 2025)
<input type="checkbox"/>	30	Mid-Month Paid Employees: Deadline to enter April Hours Worked (4/1 through 4/30) Absence Self Service Users: Key Absence for 4/1 through 4/30
<input type="checkbox"/>	30	April ProCard Due to Approver

<input type="checkbox"/>		MAY 2025 DEADLINES
<input type="checkbox"/>	2	Approvers: Deadline to Approve April Timesheets Absence Self Service Approvers: Approve Absences online
<input type="checkbox"/>	5	Department Budget Reconciliation Due (Department Staff)
<input type="checkbox"/>	6	Head Timekeepers: Deadline for April Time Correction Verification
<input type="checkbox"/>	6	April ProCard Reconciliations/adjustments must be complete by 5:00 p.m.
<input type="checkbox"/>	8	April ProCard Statements are due in Procurement and Contract Services by 5:00 p.m.
<input type="checkbox"/>	12	Analyst Review of Budgets Due (SABR Analysts)
<input type="checkbox"/>	13	Division Roll-up Due (Sr Budget Analyst)
<input type="checkbox"/>	16	PTF's due to Human Resources
<input type="checkbox"/>	21	Docks must be reported to the Payroll Office
<input type="checkbox"/>	23	May ProCard Transactions available in CFS (April 23, 2025-May 22, 2025)
<input type="checkbox"/>	26	<i>Memorial Day Holiday</i>
<input type="checkbox"/>	30	Mid-Month Paid Employees: Deadline to enter May Hours Worked (5/1 through 5/31) Absence Self Service Users: Key Absence for 5/1 through 5/31
<input type="checkbox"/>	30	May ProCard Due to Approver

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<input type="checkbox"/>		JUNE 2025 DEADLINES
<input type="checkbox"/>	3	Approvers: Deadline to Approve May Timesheets Absence Self Service Approvers: Approve Absences online
<input type="checkbox"/>	4	Department Budget Reconciliation Due (Department Staff)
<input type="checkbox"/>	5	Head Timekeepers: Deadline for May Time Correction Verification
<input type="checkbox"/>	5	May ProCard Reconciliations/adjustments must be complete by 5:00 p.m.
<input type="checkbox"/>	9	May ProCard Statements are due in Procurement and Contract Services by 5:00 p.m.
<input type="checkbox"/>	11	Analyst Review of Budgets Due (SABR Analysts)
<input type="checkbox"/>	12	Division Roll-up Due (Sr Budget Analyst)
<input type="checkbox"/>	13	PTF's due to Human Resources
<input type="checkbox"/>	18	Docks must be reported to the Payroll Office
<input type="checkbox"/>	19	<i>Juneteenth Holiday</i>
<input type="checkbox"/>	24	June ProCard Transactions available in CFS (May 23, 2025-June 23, 2025 – will post FY in 25-26)
<input type="checkbox"/>	30	Mid-Month Paid Employees: Deadline to enter June Hours Worked (6/1 through 6/30) Absence Self Service Users: Key Absence for 6/1 through 6/30

<input type="checkbox"/>		JULY 2025 DEADLINES
<input type="checkbox"/>	1	June ProCard Due to Approver
<input type="checkbox"/>	3	Department Budget Reconciliation Due (Department Staff)
<input type="checkbox"/>	4	<i>Independence Day Holiday</i>
<input type="checkbox"/>	7	June ProCard Reconciliations/adjustments must be complete by 5:00 p.m.
<input type="checkbox"/>	9	June ProCard Statements are due in Procurement and Contract Services by 5:00 p.m.
<input type="checkbox"/>	10	Analyst Review of Budgets Due (SABR Analysts)
<input type="checkbox"/>	11	Division Roll-up Due (Sr Budget Analyst)