

# JANUARY 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	31	1 New Year's Day Holiday  Central Office Closed	2	3  preliminary payroll runs over the weekend	4
5	6  Preliminary payroll reports available	7  -6pm deadline for all payroll input Payroll runs overnight  (Oracle Process Run Overnight)	8  -Payroll checks mailed -Final payroll reports available -6pm deadline for LD	9  Payroll charges posted to grants	10  RF Payroll	11
12	13  12:00pm deadline for Quick Pay Run  (Oracle Accrual Process run at noon)	14  Off Week Runs Overnight	15  Off-Week checks mailed  LD Process run	16	17  RF & SUNY preliminary payroll runs over the weekend	18
19	20  M L King Day Central Office Closed  Preliminary payroll reports available	21  -6pm deadline for all payroll input Payroll runs overnight  (Oracle Process Run Overnight)	22  -Payroll checks mailed -Final Payroll reports available -6pm deadline for LD -SUNY Payroll and LD runs	23  Payroll charges posted to grants  SUNY charges posted to Grants	24  RF Payroll	25
26	27  12:00pm deadline for Quick Pay Run  (Oracle Accrual Process run at noon)	28  Off Week Runs Overnight	29  Off-Week checks mailed  LD Process run	30	31  preliminary payroll runs over the weekend	

# FEBRUARY 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	31	1
2	3 Preliminary payroll reports available	4 -6pm deadline for all payroll input Payroll runs overnight (Oracle Process Run Overnight)	5 -Payroll checks mailed -Final payroll reports available -6pm deadline for LD	6 Payroll charges posted to grants	7 RF Payroll	8
9	10 12:00pm deadline for Quick Pay Run (Oracle Accrual Process run at noon)	11 Off Week Runs Overnight	12 Off-Week checks mailed LD Process run	13	14 RF & SUNY preliminary payroll runs over the weekend	15
16	17 <b>President's Day</b> Central Office Closed Preliminary payroll reports available	18 -6pm deadline for all payroll input Payroll runs overnight (Oracle Process Run Overnight)	19 -Payroll checks mailed -Final Payroll reports available -6pm deadline for LD <b>-SUNY Payroll and LD runs</b>	20 Payroll charges posted to grants <b>SUNY charges posted to Grants</b>	21 RF Payroll	22
23	24 12:00pm deadline for Quick Pay Run (Oracle Accrual Process run at noon)	25 Off Week Runs Overnight	26 Off-Week checks mailed LD Process run	27	28 Preliminary payroll runs over the weekend	1

# MARCH 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2	3 Preliminary payroll reports available	4 -6pm deadline for all payroll input Payroll runs overnight (Oracle Process Run Overnight)	5 -Payroll checks mailed -Final payroll reports available -6pm deadline for LD	6 Payroll charges posted to grants	7 RF Payroll	8
9	10 12:00pm deadline for Quick Pay Run (Oracle Accrual Process run at noon)	11 Off Week Runs Overnight	12 Off-Week checks mailed LD Process run	13	14 RF & SUNY preliminary payroll runs over the weekend	15
16	17 Preliminary payroll reports available	18 -6pm deadline for all payroll input Payroll runs overnight (Oracle Process Run Overnight)	19 -Payroll checks mailed -Final Payroll reports available -6pm deadline for LD - SUNY Payroll and LD runs	20 Payroll charges posted to grants SUNY charges posted to Grants	21 RF Payroll	22
23	24 12:00pm deadline for Quick Pay Run (Oracle Accrual Process run at noon)	25 Off Week Runs Overnight	26 Off-Week checks mailed LD Process run	27	28 Preliminary payroll runs over the weekend	29
30	31 Preliminary payroll reports available	1	2	3	4	5

# April 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	31	1 -6pm deadline for all payroll input Payroll runs overnight  (Oracle Process Run Overnight)	2 -Payroll checks mailed -Final payroll reports available -6pm deadline for LD	3  Payroll charges posted to grants	4  RF Payroll	5
6	7 12:00pm deadline for Quick Pay Run  (Oracle Accrual Process run at noon)	8 Off Week Runs Overnight	9 Off-Week checks mailed  LD Process run	10	11  RF & SUNY preliminary payroll runs over the weekend	12
13	14 Preliminary payroll reports available	15 -6pm deadline for all payroll input Payroll runs overnight  (Oracle Process Run Overnight)	16 -Payroll checks mailed -Final Payroll reports available -6pm deadline for LD -SUNY Payroll and LD runs	17 Payroll charges posted to grants  SUNY charges posted to Grants	18  RF Payroll	19
20  Easter Sunday	21 12:00pm deadline for Quick Pay Run  (Oracle Accrual Process run at noon)	22 Off Week Runs Overnight	23 Off-Week checks mailed  LD Process run	24	25  Preliminary payroll runs over the weekend	26
27	28 Preliminary payroll reports available	29 -6pm deadline for all payroll input Payroll runs overnight  (Oracle Process Run Overnight)	30 -Payroll checks mailed -Final payroll reports available -6pm deadline for LD LD Process run after midnight	1	2	3

# MAY 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	1  Payroll charges posted to grants	2  RF Payroll	3
4	5  12:00pm deadline for Quick Pay Run  (Oracle Accrual Process run at noon)	6  Off Week Runs Overnight	7  Off-Week checks mailed  LD Process run	8	9  preliminary payroll runs over the weekend	10
11  Mother's Day	12  Preliminary payroll reports available	13  -6pm deadline for all payroll input Payroll runs overnight  (Oracle Process Run Overnight)	14  -Payroll checks mailed -Final payroll reports available -6pm deadline for LD LD Process run	15  Payroll charges posted to grants	16  RF Payroll	17
18	19  12:00pm deadline for Quick Pay Run  (Oracle Accrual Process run at noon)	20  Off Week Runs Overnight	21  Off-Week checks mailed  LD Process run	22	23  RF & SUNY preliminary payroll runs over the weekend	24
25	26  Memorial Day  Central Office Closed Preliminary payroll reports available	27  -6pm deadline for all payroll input Payroll runs overnight  (Oracle Process Run Overnight)	28  -Payroll checks mailed -Final payroll reports available -6pm deadline for LD -SUNY Payroll and LD Run	29  Payroll charges posted to grants  SUNY charges posted to Grants	30  RF Payroll	31

# JUNE 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 12:00pm deadline for Quick Pay Run (Oracle Accrual Process run at noon)	3 Off Week Runs Overnight	4 Off-Week checks mailed LD Process run	5	6 Preliminary payroll runs over the weekend	7
8	9 Preliminary reports available	10 -6pm deadline for all payroll input Payroll runs overnight (Oracle Process Run Overnight)	11 -Payroll checks mailed -Final Payroll reports available -6pm deadline for LD	12 Payroll charges posted to grants	13 RF Payroll 12:00pm deadline for Quick Pay Runs. (Oracle Accrual Process run at noon)	14
15 Father's Day	16 Off Week Runs Overnight	17 Off-Week checks mailed	18 LD Process run	19 Juneteenth Central Office Closed	20 RF & SUNY Preliminary payroll runs over the weekend	21
22	23 Preliminary reports available	24 -6pm deadline for all payroll input Payroll runs overnight (Oracle Process Run Overnight)	25 -Payroll checks mailed -Final Payroll reports available -6pm deadline for LD -SUNY Payroll and LD runs	26 Payroll charges posted to grants SUNY charges posted to Grants	27 RF Payroll	28
29	30	1	2	3	4	5

# JULY 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30 NO OFF-WEEK PAYROLL	1	2	3 Preliminary payroll runs over the weekend	4 Independence Day  Central Office Closed	5
6	7 Preliminary payroll reports available	8 -6pm deadline for all payroll input Payroll runs overnight  (Oracle Process Run Overnight)	9 -Payroll checks mailed -Final payroll reports available -6pm deadline for LD	10 Payroll charges posted to grants	11 RF Payroll	12
13	14 12:00pm deadline for Quick Pay Run  (Oracle Accrual Process run at noon)	15 Off Week Runs Overnight	16 Off-Week checks mailed  LD Process run	17	18 RF & SUNY preliminary payroll runs over the weekend	19
20	21 Preliminary payroll reports available	22 -6pm deadline for all payroll input Payroll runs overnight  (Oracle Process Run Overnight)	23 -Payroll checks mailed -Final Payroll reports available -6pm deadline for LD -SUNY Payroll and LD runs	24 Payroll charges posted to grants  SUNY charges posted to Grants	25 RF Payroll	26
27	28 12:00pm deadline for Quick Pay Run  (Oracle Accrual Process run at noon)	29 Off Week Runs Overnight	30 Off-Week checks mailed	31 LD Process runs after midnight	1	2

# AUGUST 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	31	1 preliminary payroll runs over the weekend	2
3	4 Preliminary payroll reports available	5 -6pm deadline for all payroll input Payroll runs overnight (Oracle Process Run Overnight)	6 -Payroll checks mailed -Final Payroll reports available -6pm deadline for LD	7 Payroll charges posted to grants	8 RF Payroll	9
10	11 12:00pm deadline for Quick Pay Run (Oracle Accrual Process run at noon)	12 Off Week Runs Overnight	13 Off-Week checks mailed LD Process run	14	15 RF & SUNY preliminary payroll runs over the weekend	16
17	18 Preliminary payroll reports available	19 -6pm deadline for all payroll input Payroll runs overnight (Oracle Process Run Overnight)	20 -Payroll checks mailed -Final Payroll reports available -6pm deadline for LD - SUNY Payroll and LD runs	21 Payroll charges posted to grants SUNY charges posted to Grants	22 RF Payroll	23
24	25 12:00pm deadline for Quick Pay Run (Oracle Accrual Process run at noon)	26 Off Week Runs Overnight	27 Off-Week checks mailed LD Process run	28	29 preliminary payroll runs over the weekend	30

# SEPTEMBER 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	<b>1</b> Labor Day Central Office Closed Preliminary payroll reports available	<b>2</b> -6pm deadline for all payroll input Payroll runs overnight (Oracle Process Run Overnight)	<b>3</b> -Payroll checks mailed -Final Payroll reports available -6pm deadline for LD	<b>4</b> Payroll charges posted to grants	<b>5</b> RF Payroll	<b>6</b>
7	<b>8</b> 12:00pm deadline for Quick Pay Run (Oracle Accrual Process run at noon)	<b>9</b> Off Week Runs Overnight	<b>10</b> Off-Week checks mailed LD Process run	<b>11</b>	<b>12</b> RF & SUNY preliminary payroll runs over the weekend	<b>13</b>
14	<b>15</b> Preliminary payroll reports available	<b>16</b> -6pm deadline for all payroll input Payroll runs overnight (Oracle Process Run Overnight)	<b>17</b> -Payroll checks mailed -Final Payroll reports available -SUNY Payroll and LD runs -6pm deadline for LD	<b>18</b> Payroll charges posted to grants SUNY charges posted to Grants	<b>19</b> RF Payroll	<b>20</b>
21	<b>22</b> 12:00pm deadline for Quick Pay Run (Oracle Accrual Process run at noon)	<b>23</b> Off Week Runs Overnight	<b>24</b> Off-Week checks mailed LD Process run	<b>25</b>	<b>26</b> preliminary payroll runs over the weekend	<b>27</b>
28	<b>29</b> Preliminary payroll reports available	<b>30</b> -6pm deadline for all payroll input Payroll runs overnight (Oracle Process Run Overnight)	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>

# OCTOBER 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	1 -Payroll checks mailed -Final Payroll reports available -6pm deadline for LD	2 Payroll charges posted to grants	3 RF Payroll	4
5	6 12:00pm deadline for Quick Pay Run  (Oracle Accrual Process run at noon)	7 Off Week Runs Overnight	8 Off-Week checks mailed  LD Process run	9	10 preliminary payroll runs over the weekend	11
12	13 Columbus Day Central Office Closed Preliminary payroll reports available	14 -6pm deadline for all payroll input Payroll runs overnight  (Oracle Process Run Overnight)	15 -Payroll checks mailed -Final Payroll reports available 6pm deadline for LD	16 Payroll charges posted to grants	17 RF Payroll	18
19	20 12:00pm deadline for Quick Pay Run  (Oracle Accrual Process run at noon)	21 Off Week Runs Overnight	22 Off-Week checks mailed  LD Process run	23	24 RF & SUNY Preliminary payroll runs over the weekend	25
26	27 Preliminary payroll reports available	28 -6pm deadline for all payroll input Payroll runs overnight  (Oracle Process Run Overnight)	29 -Payroll checks mailed -Final Payroll reports available -6pm deadline for LD SUNY Payroll and LD runs	30 Payroll charges posted to grants  SUNY charges posted to Grants	31 RF Payroll	1

# NOVEMBER 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	31	1
2	3 12:00pm deadline for Quick Pay Run (Oracle Accrual Process run at noon)	4 Off Week Runs Overnight	5 Off-Week checks mailed LD Process run	6	7 Preliminary payroll runs over the weekend	8
9	10 Preliminary payroll reports available	11 Veterans Day -6pm deadline for all payroll input -Payroll runs overnight (Oracle Process Run Overnight)	12 -Payroll checks mailed -Final Payroll reports available -6pm deadline for LD	13 Payroll charges posted to grants	14 RF Payroll	15
16	17 12:00pm deadline for Quick Pay Run (Oracle Accrual Process run at noon)	18 Off Week Runs Overnight	19 Off-Week checks mailed LD Process run	20	21 RF & SUNY preliminary payroll runs over the weekend	22
23	24 Preliminary payroll reports available -6pm deadline for all payroll input -Payroll runs overnight (Oracle Process Run Overnight)	25 -Payroll checks mailed -Final Payroll reports available 6pm deadline for LD SUNY Payroll and LD runs	26 Payroll charges posted to grants SUNY charges posted to Grants	27 Thanksgiving Day CO Closed	28 RF Payroll	29

# December 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	1 12:00pm deadline for Quick Pay Run (Oracle Accrual Process run at noon)	2 Off Week Runs Overnight	3 Off-Week checks mailed LD Process run	4	5 Preliminary payroll runs over the weekend	6
7	8 Preliminary payroll reports available	9 -6pm deadline for all payroll input Payroll runs overnight (Oracle Process Run Overnight)	10 -Payroll checks mailed -Final payroll reports available -6pm deadline for LD	11 Payroll charges posted to grants	12 RF Payroll	13
14	15 12:00pm deadline for Quick Pay Run (Oracle Accrual Process run at noon)	16 Off Week Runs Overnight	17 Off-Week checks mailed LD Process run	18	19 RF & SUNY preliminary payroll runs overnight	20
21	22 Preliminary payroll reports available -6pm deadline for all payroll input -Payroll runs overnight (Oracle Process Run Overnight)	23 -Payroll checks mailed -Final Payroll reports available 6pm deadline for LD SUNY Payroll and LD runs	24 Payroll charges posted to grants SUNY charges posted to Grants	25 Christmas CO Closed	26 RF Payroll	27
28	29 No Off-Week Run	30	31	1	2	3