

PAYROLL PROCESSING SCHEDULE - 2025

| <u>PAY #</u> | <u>PAY START DATE</u> | <u>PAY END DATE</u> | <u>PAY DATE</u> | <u>MONTH</u> | <u>Insurance Effective Date</u> |
|--------------|-----------------------|---------------------|-----------------|--------------|---------------------------------|
| 1 | 12/21/24 | 01/03/25 | 01/10/25 | 1 | 1/1 |
| 2 | 01/04/25 | 01/17/25 | 01/24/25 | 1 | |
| 3 | 01/18/25 | 01/31/25 | 02/07/25 | 2 | 1/30 |
| 4 | 02/01/25 | 02/14/25 | 02/21/25 | 2 | |
| 5 | 02/15/25 | 02/28/25 | 03/07/25 | 3 | 2/27 |
| 6 | 03/01/25 | 03/14/25 | 03/21/25 | 3 | |
| 7 | 03/15/25 | 03/28/25 | 04/04/25 | 4 | 3/27 |
| 8 | 03/29/25 | 04/11/25 | 04/18/25 | 4 | |
| 9 | 04/12/25 | 04/25/25 | 05/02/25 | 5 | 4/24 |
| 10 | 04/26/25 | 05/09/25 | 05/16/25 | 5 | |
| 11 | 05/10/25 | 05/23/25 | 05/30/25 | 5 | no ins deductions |
| 12 | 05/24/25 | 06/06/25 | 06/13/25 | 6 | 6/1 |
| 13 | 06/07/25 | 06/20/25 | 06/27/25 | 6 | |
| 14 | 06/21/25 | 07/04/25 | 07/11/25 | 7 | 7/1 |
| 15 | 07/05/25 | 07/18/25 | 07/25/25 | 7 | |
| 16 | 07/19/25 | 08/01/25 | 08/08/25 | 8 | 7/31 |
| 17 | 08/02/25 | 08/15/25 | 08/22/25 | 8 | |
| 18 | 08/16/25 | 08/29/25 | 09/05/25 | 9 | 8/28 |
| 19 | 08/30/25 | 09/12/25 | 09/19/25 | 9 | |
| 20 | 09/13/25 | 09/26/25 | 10/03/25 | 10 | 9/25 |
| 21 | 09/27/25 | 10/10/25 | 10/17/25 | 10 | |
| 22 | 10/11/25 | 10/24/25 | 10/31/25 | 10 | no ins deductions |
| 23 | 10/25/25 | 11/07/25 | 11/14/25 | 11 | 11/1 |
| 24 | 11/08/25 | 11/21/25 | 11/28/25 | 11 | |
| 25 | 11/22/25 | 12/05/25 | 12/12/25 | 12 | 12/1 |
| 26 | 12/06/25 | 12/19/25 | 12/26/25 | 12 | |
| 1 | 12/20/25 | 01/02/26 | 01/09/26 | 1 | |
| 2 | 01/03/26 | 01/16/26 | 01/23/26 | 1 | |

Pay # 11 & 22 = Third pay of the month, therefore insurance is NOT withheld

| | | | |
|----------------------|----------|----------|----------|
| <u>Holidays ></u> | 01/01/25 | 04/20/25 | 05/26/25 |
| | 07/04/25 | 09/01/25 | 11/27/25 |
| | | | 12/25/25 |

GMRC & PR PAYROLL PROCESSING SCHEDULE - 2025

| <u>PAY #</u> | <u>PAY START DATE</u> | <u>PAY END DATE</u> | <u>PAY DATE</u> | <u>MONTH</u> | <u>Insurance Effective Date</u> |
|--------------|-----------------------|---------------------|-----------------|--------------|---------------------------------|
| 1 | 12/22/24 | 01/04/25 | 01/10/25 | 1 | 1/1 |
| 2 | 01/05/25 | 01/18/25 | 01/24/25 | 1 | |
| 3 | 01/19/25 | 02/01/25 | 02/07/25 | 2 | 1/30 |
| 4 | 02/02/25 | 02/15/25 | 02/21/25 | 2 | |
| 5 | 02/16/25 | 03/01/25 | 03/07/25 | 3 | 2/27 |
| 6 | 03/02/25 | 03/15/25 | 03/21/25 | 3 | |
| 7 | 03/16/25 | 03/29/25 | 04/04/25 | 4 | 3/27 |
| 8 | 03/30/25 | 04/12/25 | 04/18/25 | 4 | |
| 9 | 04/13/25 | 04/26/25 | 05/02/25 | 5 | 4/24 |
| 10 | 04/27/25 | 05/10/25 | 05/16/25 | 5 | |
| 11 | 05/11/25 | 05/24/25 | 05/30/25 | 5 | no ins deductions |
| 12 | 05/25/25 | 06/07/25 | 06/13/25 | 6 | 6/1 |
| 13 | 06/08/25 | 06/21/25 | 06/27/25 | 6 | |
| 14 | 06/22/25 | 07/05/25 | 07/11/25 | 7 | 7/1 |
| 15 | 07/06/25 | 07/19/25 | 07/25/25 | 7 | |
| 16 | 07/20/25 | 08/02/25 | 08/08/25 | 8 | 7/31 |
| 17 | 08/03/25 | 08/16/25 | 08/22/25 | 8 | |
| 18 | 08/17/25 | 08/30/25 | 09/05/25 | 9 | 8/28 |
| 19 | 08/31/25 | 09/13/25 | 09/19/25 | 9 | |
| 20 | 09/14/25 | 09/27/25 | 10/03/25 | 10 | 9/25 |
| 21 | 09/28/25 | 10/11/25 | 10/17/25 | 10 | |
| 22 | 10/12/25 | 10/25/25 | 10/31/25 | 10 | no ins deductions |
| 23 | 10/26/25 | 11/08/25 | 11/14/25 | 11 | 11/1 |
| 24 | 11/09/25 | 11/22/25 | 11/28/25 | 11 | |
| 25 | 11/23/25 | 12/06/25 | 12/12/25 | 12 | 12/1 |
| 26 | 12/07/25 | 12/20/25 | 12/26/25 | 12 | |
| 1 | 12/21/25 | 01/03/26 | 01/09/26 | 1 | |
| 2 | 01/04/26 | 01/17/26 | 01/23/26 | 1 | |

Pay # 11 & 22 = Third pay of the month, therefore insurance is NOT withheld

| | | | |
|----------------------|----------|----------|----------|
| <u>Holidays ></u> | 01/01/25 | 04/20/25 | 05/26/25 |
| | 07/04/25 | 09/01/25 | 11/27/25 |
| | | | 12/25/25 |