

**MANDATORY**

ALL EVENT RECAPS MUST BE COMPLETED AND SUBMITTED  
WITHIN 48 HOURS OF THE EVENT COMPLETION

**EVENT SCHEDULE PAY PERIODS****PAYROLL DATE**

December 9, 2024 to December 22, 2024

Friday, January 10, 2025

December 23, 2024 to January 5, 2025

Friday, January 24, 2025

January 6, 2025 to January 19, 2025

Friday, February 7, 2025

January 20, 2025 to February 2, 2025

Friday, February 21, 2025

February 3, 2025 to February 16, 2025

Friday, March 7, 2025

February 17, 2025 to March 2, 2025

Friday, March 21, 2025

March 3, 2025 to March 16, 2025

Friday, April 4, 2025

March 17, 2025 to March 30, 2025

Friday, April 18, 2025

March 31, 2025 to April 13, 2025

Friday, May 2, 2025

April 14, 2025 to April 27, 2025

Friday, May 16, 2025

April 28, 2025 to May 11, 2025

Friday, May 30, 2025

May 12, 2025 to May 25, 2025

Friday, June 13, 2025

May 26, 2025 to June 8, 2025

Friday, June 27, 2025

June 9, 2025 to June 22, 2025

Friday, July 11, 2025

June 23, 2025 to July 6, 2025

Friday, July 25, 2025

July 7, 2025 to July 20, 2025

Friday, August 8, 2025

July 21, 2025 to August 3, 2025

Friday, August 22, 2025

August 4, 2025 to August 17, 2025

Friday, September 5, 2025

August 18, 2025 to August 31, 2025

Friday, September 19, 2025

September 1, 2025 to September 14, 2025

Friday, October 3, 2025

September 15, 2025 to September 28, 2025

Friday, October 17, 2025

September 29, 2025 to October 12, 2025

Friday, October 31, 2025