

SALARY 2025

REPORTING MONTH	DEADLINES				PAYMENT DAYS	
	Expense Sheets Entry date	Per Diem claims Submitted at the latest	Time Sheets Submitted at the latest	All Approvals Due dates		
December 2024	Entry date in December	December 31	January 2, 2025	January 7, 2025		January 24, 2025
January 2025	Entry date in January	January 31	February 3	February 5		February 25
February 2025	Entry date in February	February 28	March 3	March 5		March 25
March 2025	Entry date in March	March 31	April 1	April 3		April 25
April 2025	Entry date in April	April 30	May 2	May 6		May 23
May 2025	Entry date in May	May 31	June 2	June 4		June 25
June 2025	Entry date in June	June 30	July 1	July 2		July 25
July 2025	Entry date in July	July 31	August 1	August 5		August 25
August 2025	Entry date in August	August 31	September 1	September 3		September 25
September 2025	Entry date in September	September 30	October 1	October 3		October 24
October 2025	Entry date in October	October 31	November 3	November 5		November 25
November 2025	Entry date in November	November 30	December 1	December 3		December 23
December 2025	Entry date in December	December 31	January 2, 2026	January 5, 2026		January 23, 2026