

2025 Payroll Calendar

July 2025							August 2025							September 2025						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		Day 0 Off-Cycle Work Bench Cutoff ACH Reversal Cutoff	Day 1	Day 2 Gap 1 Cutoff	STATE HOLIDAY							Day 0 Off-Cycle Work Bench Cutoff			STATE HOLIDAY	Day 0 Off-Cycle Work Bench Cutoff	Day 1	Day 2 Gap 1 Cutoff	Day 3 Payroll Cutoff	Day 4 Potential HRMS System user access unavailable MyPortal not accessible
6	Day 3 Payroll Cutoff	Day 4 System Locked until 9am Warrants to CMS ACH to Bank		Payday			3	Day 1	Day 2 Gap 1 Cutoff	Day 3 Payroll Cutoff	Day 4 System Locked until 9am Warrants to CMS ACH to Bank		7	HRMS System potentially locked or open. MyPortal not affected	Warrants to CMS ACH to Bank		Payday			
13			ACH Reversal Cutoff	Day 0 Off-Cycle Work Bench Cutoff	Day 1		10	Payday				ACH Reversal Cutoff	Day 0 Off-Cycle Work Bench Cutoff	14		ACH Reversal Cutoff	Day 0 Off-Cycle Work Bench Cutoff	Day 1	Day 2 Gap 1 Cutoff	
20	Day 2 Gap 1 Cutoff	Day 3 Payroll Cutoff	Day 4 System Locked until 9am Warrants to CMS ACH to Bank		Payday		17	Day 1	Day 2 Gap 1 Cutoff	Day 3 Payroll Cutoff	Day 4 System Locked until 9am Warrants to CMS ACH to Bank		21	Day 3 Payroll Cutoff	Day 4 System Locked until 9am Warrants to CMS ACH to Bank		Payday			
27				ACH Reversal Cutoff			24	Payday				ACH Reversal Cutoff		28						
							31													
October 2025							November 2025							December 2025						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			ACH Reversal Cutoff	Day 0	Day 1								Day 0 Off-Cycle Work Bench Cutoff		Day 0 Off-Cycle Work Bench Cutoff	Day 1	Day 2 Gap 1 Cutoff ACH Reversal Cutoff	Day 3 Payroll Cutoff	Day 4 System Locked until 9am Warrants to CMS ACH to Bank	
5	Day 2 Gap 1 Cutoff	Day 3 Payroll Cutoff	Day 4 System Locked until 9am Warrants to CMS ACH to Bank		Payday		2	Day 1	Day 2 Gap 1 Cutoff	Day 3	Day 4 System Locked until 9am Warrants to CMS ACH to Bank		7			Payday				
12	BANK HOLIDAY Columbus Day			Day 0 Off-Cycle Work Bench Cutoff ACH Reversal Cutoff	Day 1		9	Payday	STATE HOLIDAY				14		Day 0 Off-Cycle Work Bench Cutoff ACH Reversal Cutoff	Day 1	Day 2 Gap 1 Cutoff	Day 3 Payroll Cutoff	Day 4 Potential HRMS System user access unavailable MyPortal not accessible	
19	Day 2 Gap 1 Cutoff	Day 3 Payroll Cutoff	Day 4 System Locked until 9am Warrants to CMS ACH to Bank		Payday		16	Day 0 Off-Cycle Work Bench Cutoff ACH Reversal Cutoff	Day 1	Day 2 Gap 1 Cutoff	Day 3 Payroll Cutoff	Day 4 System Locked until 9am Warrants to CMS ACH to Bank	21	HRMS System potentially locked or open. MyPortal not affected	Warrants to CMS ACH to Bank		Payday	STATE HOLIDAY		
26				ACH Reversal Cutoff			23		Payday		STATE HOLIDAY	STATE HOLIDAY	28				ACH Reversal Cutoff			
							30													