Pay Date		HR must be in receipt of all tickets affecting appointments by Noon	Department Appointment Entry to Gryphons at Work by 10:00 pm	Period for Time Reporting			All Time Entry 10am
19-Dec-24	**	December 12	December 12	November 29	-	December 12	December 13
2-Jan-25	**	December 18	December 18	December 13	-	December 26	December 19
16-Jan-25		January 10	January 10	December 27	-	January 09	January 13
30-Jan-25		January 24	January 24	January 10	-	January 23	January 27
13-Feb-25		February 07	February 07	January 24	-	February 06	February 10
27-Feb-25		February 21	February 21	February 07	-	February 20	February 24
13-Mar-25		March 07	March 07	February 21	-	March 06	March 10
27-Mar-25		March 21	March 21	March 07	-	March 20	March 24
10-Apr-25		April 04	April 04	March 21	-	April 03	April 07
24-Apr-25	**	April 17	April 17	April 04	-	April 17	April 21
8-May-25		May 02	May 02	April 18	-	May 01	May 05
22-May-25	**	May 16	May 16	May 02	-	May 15	May 20
5-Jun-25		May 30	May 30	May 16	-	May 29	June 02
19-Jun-25		June 13	June 13	May 30	-	June 12	June 16
3-Jul-25		June 27	June 27	June 13	-	June 26	June 30
17-Jul-25		July 11	July 11	June 27	-	July 10	July 14
31-Jul-25		July 25	July 25	July 11	-	July 24	July 28
14-Aug-25		August 08	August 08	July 25	-	August 07	August 11
28-Aug-25		August 22	August 22	August 08	-	August 21	August 25
11-Sep-25		September 05	September 05	August 22	-	September 04	September 08
25-Sep-25		September 19	September 19	September 05	-	September 18	September 22
9-Oct-25		October 03	October 03	September 19	-	October 02	October 06
23-Oct-25		October 17	October 17	October 03	-	October 16	October 20
6-Nov-25		October 31	October 31	October 17	-	October 30	November 03
20-Nov-25		November 14	November 14	October 31	-	November 13	November 17
4-Dec-25		November 28	November 28	November 14	-	November 27	December 01

Table title: Cut-Offs for Employee Data Forms and Timesheets for Pays of Dec 19, 2024 - Dec 4, 2025

** Denotes change to regular schedule

Cut-off times and deadlines are firm.

Departments are responsible for ensuring the timely submission of their data entry and time entry.