

DECEMBER 2025 **PROCESS DEADLINES ARE SUBJECT TO CHANGE FOR CHRISTMAS WEEK******

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
November 30	December 1	2	3	4	5	6
	Employee Time Submission Off Cycle Check Processing-A	Pay Input (EIB) 2 pm Deadline	B – Paydate Time Entry Locked 2 pm	Payroll Completed	Time Entry opened 9am Off Cycle Check Processing-B	
	Cycle A – Time and Attendance				Cycle B – Time and Attendance	
	Cycle B – Maintenance				Cycle A – Maintenance	
7	8	9	10	11	12	13
	Employee Time Submission	Pay Input (EIB) 2 pm Deadline	A – Paydate Time Entry Locked 2pm	Payroll Completed	Time Entry opened 9am Off Cycle Check Processing-A	
	Cycle B – Time and Attendance				Cycle A – Time and Attendance	
	Cycle A – Maintenance				Cycle B – Maintenance	
14	15	16	17	18	19	20
	Employee Time Submission	Pay Input (EIB) 2 pm Deadline	B – Paydate Time Entry Locked 2 pm	Payroll Completed	Time entry open 9am Cycle B Off cycle Check Processing-B EMPLOYEE TIME SUBMISSION BY EOD	EMPLOYEE TIME SUBMISSION BY EOD IF WORKING TODAY
	Cycle A – Time and Attendance				Cycle B Time & Attendance	
	Cycle B – Maintenance				Cycle A – Maintenance	
21	22	23	24	25	26	27
	Pay Input (EIB) by 12 Noon Supervisor Approval by 2 pm	Time Entry Locked 2pm HR has until 2 p.m. for adjustments.	A – Paydate Payroll process starts 10 a.m. Payroll Completed-B by 1p.m. EMPLOYEE TIME SUBMISSION AS SOON AS WEEKLY WORK IS	Christmas Day 	Christmas Holiday	EMPLOYEE TIME SUBMISSION BY EOD
	Cycle B – Time and Attendance					
	Cycle A – Maintenance					
28	29	30	31	January 1	2	3
	Time entry open 9am Cycle A Off cycle Check Processing-A EMPL. TIME SUBMISSION Pay Input (EIB) by 12 Noon Supervisor Approval by 2 pm	Time Entry Locked 2pm	B – Paydate Payroll Completed-A	HAPPY NEW YEAR! 	Time entry open 9am Cycle B Off cycle Check Processing-B EMPLOYEE TIME SUBMISSION BY EOD	EMPLOYEE TIME SUBMISSION BY EOD IF WORKING TODAY
	Cycle A – Time and Attendance				Cycle B – Time and Attendance	
	Cycle B – Maintenance				Cycle A – Maintenance	