

# January 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
29	30	31	1	2	3	4
			<b>HOLIDAY</b>	PAYMENT RUN	PAYMENT RUN	Payroll
				PAYMENT BATCHES		
5	6	7	8	9	10	11
		PAYMENT RUN			PAYMENT RUN	
	PAYMENT BATCHES			PAYMENT BATCHES		
12	13	14	15	16	17	18
		PAYMENT RUN	PAYMENT RUN		PAYMENT RUN	Payroll
	PAYMENT BATCHES	PAYMENT BATCHES		PAYMENT BATCHES	PAYMENT BATCHES	
19	20	21	22	23	24	25
	<b>HOLIDAY</b>	PAYMENT RUN			PAYMENT RUN	
				PAYMENT BATCHES		
26	27	28	29	30	31	1
		PAYMENT RUN		PAYMENT RUN	PAYMENT RUN	Payroll
	PAYMENT BATCHES		PAYMENT BATCHES	PAYMENT BATCHES		

All invoices/batches must be FINAL APPROVED by 1 PM on day of "Payment Batches" in order to be included in the next "Payment Run"

# February 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
26	27	28	29	30	31	1
2	3	4	5	6	7	8
		PAYMENT RUN			PAYMENT RUN	
	PAYMENT BATCHES			PAYMENT BATCHES		
9	10	11	12	13	14	15
		PAYMENT RUN			PAYMENT RUN Payroll	
	PAYMENT BATCHES			PAYMENT BATCHES		
16	17	18	19	20	21	22
		PAYMENT RUN			PAYMENT RUN	
	PAYMENT BATCHES			PAYMENT BATCHES		
23	24	25	26	27	28	1
		PAYMENT RUN		PAYMENT RUN	PAYMENT RUN Payroll	
	PAYMENT BATCHES		PAYMENT BATCHES	PAYMENT BATCHES		

All invoices/batches must be FINAL APPROVED by 1 PM on day of "Payment Batches" in order to be included in the next "Payment Run"

# March 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
23	24	25	26	27	28	1
2	3	4	5	6	7	8
	PAYMENT RUN	PAYMENT RUN			PAYMENT RUN	
	PAYMENT BATCHES			PAYMENT BATCHES		
9	10	11	12	13	14	15
		PAYMENT RUN			PAYMENT RUN Payroll	
	PAYMENT BATCHES			PAYMENT BATCHES		
16	17	18	19	20	21	22
		PAYMENT RUN			PAYMENT RUN	
	PAYMENT BATCHES			PAYMENT BATCHES		
23	24	25	26	27	28	29
		PAYMENT RUN			PAYMENT RUN Payroll	
	PAYMENT BATCHES			PAYMENT BATCHES	PAYMENT BATCHES	
30	31					
	PAYMENT RUN					

All invoices/batches must be FINAL APPROVED by 1 PM on day of "Payment Batches" in order to be included in the next "Payment Run"

# April 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
30	31	1	2	3	4	5
		PAYMENT RUN			PAYMENT RUN	
				PAYMENT BATCHES		
6	7	8	9	10	11	12
		PAYMENT RUN			PAYMENT RUN	Payroll
	PAYMENT BATCHES			PAYMENT BATCHES		
13	14	15	16	17	18	19
		PAYMENT RUN			PAYMENT RUN	
	PAYMENT BATCHES			PAYMENT BATCHES		
20	21	22	23	24	25	26
		PAYMENT RUN			PAYMENT RUN	Payroll
	PAYMENT BATCHES			PAYMENT BATCHES		
27	28	29	30	1	2	3
		PAYMENT RUN	PAYMENT RUN			
	PAYMENT BATCHES	PAYMENT BATCHES				

All invoices/batches must be FINAL APPROVED by 1 PM on day of "Payment Batches" in order to be included in the next "Payment Run"

# May 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
27	28	29	30	1 PAYMENT RUN PAYMENT BATCHES	2 PAYMENT RUN	3
4	5 PAYMENT BATCHES	6 PAYMENT RUN	7	8 PAYMENT BATCHES	9 PAYMENT RUN Payroll	10
11	12 PAYMENT BATCHES	13 PAYMENT RUN	14 PAYMENT BATCHES	15 PAYMENT RUN PAYMENT BATCHES	16 PAYMENT RUN	17
18	19 PAYMENT BATCHES	20 PAYMENT RUN	21	22 PAYMENT BATCHES	23 PAYMENT RUN PAYMENT BATCHES Payroll	24
25	26 HOLIDAY	27 PAYMENT RUN	28 PAYMENT BATCHES	29 PAYMENT RUN PAYMENT BATCHES	30 PAYMENT RUN	31

All invoices/batches must be FINAL APPROVED by 1 PM on day of "Payment Batches" in order to be included in the next "Payment Run"

# June 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6	7
	PAYMENT RUN	PAYMENT RUN			PAYMENT RUN	
	PAYMENT BATCHES			PAYMENT BATCHES		
8	9	10	11	12	13	14
		PAYMENT RUN			PAYMENT RUN	Payroll
	PAYMENT BATCHES			PAYMENT BATCHES	PAYMENT BATCHES	
15	16	17	18	19	20	21
	PAYMENT RUN	PAYMENT RUN		HOLIDAY	PAYMENT RUN	
	PAYMENT BATCHES		PAYMENT BATCHES			
22	23	24	25	26	27	28
		PAYMENT RUN		PAYMENT RUN	PAYMENT RUN	Payroll
	PAYMENT BATCHES		PAYMENT BATCHES	PAYMENT BATCHES	PAYMENT BATCHES	
29	30	1	2	3	4	5
	PAYMENT RUN					
6	7					

All invoices/batches must be FINAL APPROVED by 1 PM on day of "Payment Batches" in order to be included in the next "Payment Run"