

December 2025

Deadlines Subject to Change

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
	SM24 & MN12 Open for Entry			SM23 Entry Closes at Noon	SM23 Deduction Upload by Noon Approvals by 3:00	
7	8	9	10	11	12	13
	BOM FLAC Entry by 1:00 PM			GATA MN12 EPAFs Completed		
14	15	16	17	No Manual Cks 18	No Manual Cks 19	20
	Contracts/PSAs Due in Payroll HRS Faculty FLAC/EPAFs Submitted by 1:00 PM PAYDAY SM23	SM24 & MN12 Entry Closes at Noon SM1 Open for Entry	SM24 & MN12 Deduction Upload by Noon Approvals by 3:00			
21	22	23	24	25	26	27
			UNC CLOSED Substitute Presidents' Day	UNC/BANKS CLOSED Christmas Day	UNC CLOSED Substitute Francis Xavier Cabrini Day	
28	29	30	31			
	UNC CLOSED Substitute Veterans Day	UNC CLOSED President Admin Leave Day	PAYDAY SM24 & MN12 UNC CLOSED President Admin Leave Day	PAY ID SM23 SM24 MN12 SM1	Work Cycle 11/16 – 11/30 12/01 – 12/15 12/01 – 12/31 12/16 – 12/31	Time Entry Date 11/16 – 12/04 12/01 – 12/16 12/01 – 12/16 12/16 – 01/06
						Payday 12/15 Mon 12/31 Wed 12/31 Wed 01/15 Thurs