Pay Cycle	Pay Period Start Date	Pay Period End Date	** 9AM ** Retro Run captures all retro transactions processed to pick up for upcoming Pay cycle	Payroll Deadline/Time Entry Lock* 5pm Pacific Time	Time Entry Unlocked for prior period adjustments	Earning Statements viewable to Employees (3 days before payday)	Payday Workday Payroll Processing opens for next cycle
1	December 16, 2024	December 31, 2024	December 31, 2024	January 3, 2025	January 8, 2025	January 7, 2025	January 10, 2025
2	January 1, 2025	January 15, 2025	January 14, 2025	January 16, 2025	January 22, 2025	January 21, 2025	January 24, 2025
3	January 16, 2025	January 31, 2025	January 31, 2025	February 4, 2025	February 6, 2025	February 7, 2025	February 10, 2025
4	February 1, 2025	February 15, 2025	February 17, 2025	February 19, 2025	February 21, 2025	February 22, 2025	February 25, 2025
5	February 16, 2025	February 28, 2025	February 28, 2025	March 4, 2025	March 6, 2025	March 7, 2025	March 10, 2025
6	March 1, 2025	March 15, 2025	March 14, 2025	March 18, 2025	March 21, 2025	March 22, 2025	March 25, 2025
7	March 16, 2025	March 31, 2025	April 1, 2025	April 3, 2025	April 8, 2025	April 7, 2025	April 10, 2025
8	April 1, 2025	April 15, 2025	April 16, 2025	April 18, 2025	April 23, 2025	April 22, 2025	April 25, 2025
9	April 16, 2025	April 30, 2025	April 30, 2025	May 2, 2025	May 7, 2025	May 6, 2025	May 9, 2025
10	May 1, 2025	May 15, 2025	May 14, 2025	May 16, 2025	May 21, 2025	May 20, 2025	May 23, 2025
11	May 16, 2025	May 31, 2025	May 30, 2025	June 3, 2025	June 6, 2025	June 7, 2025	June 10, 2025
12	June 1, 2025	June 15, 2025	June 13, 2025	June 17, 2025	June 23, 2025	June 22, 2025	June 25, 2025
13	June 16, 2025	June 30, 2025	June 30, 2025	July 2, 2025	July 8, 2025	July 7, 2025	July 10, 2025
14	July 1, 2025	July 15, 2025	July 16, 2025	July 18, 2025	July 23, 2025	July 22, 2025	July 25, 2025
15	July 16, 2025	July 31, 2025	July 31, 2025	August 4, 2025	August 7, 2025	August 8, 2025	August 11, 2025
16	August 1, 2025	August 15, 2025	August 15, 2025	August 19, 2025	August 21, 2025	August 22, 2025	August 25, 2025
17	August 16, 2025	August 31, 2025	September 2, 2025	September 4, 2025	September 8, 2025	September 7, 2025	September 10, 2025
18	September 1, 2025	September 15, 2025	September 16, 2025	September 18, 2025	September 23, 2025	September 22, 2025	September 25, 2025
19	September 16, 2025	September 30, 2025	October 1, 2025	October 3, 2025	October 8, 2025	October 7, 2025	October 10, 2025
20	October 1, 2025	October 15, 2025	October 15, 2025	October 17, 2025	October 22, 2025	October 21, 2025	October 24, 2025
21	October 16, 2025	October 31, 2025	October 31, 2025	November 4, 2025	November 6, 2025	November 7, 2025	November 10, 2025
22	November 1, 2025	November 15, 2025	November 14, 2025	November 18, 2025	November 21, 2025	November 22, 2025	November 25, 2025
23	November 16, 2025	November 30, 2025	December 1, 2025	December 3, 2025	December 8, 2025	December 7, 2025	December 10, 2025
24	December 1, 2025	December 15, 2025	December 16, 2025	December 18, 2025	December 22, 2025	December 21, 2025	December 24, 2025

* Payroll will be locked. All processes and approvals must be fully completed.

**This Retro Run will happen 1 time per pay cycle and capture all prior to current cycle transactions that have been submitted and approved; i.e. Job changes, Salary Changes, Late appointments.

Understanding the Payroll Document Schedule

Payroll Deadline/Time Entry Lock* 5pm Pacific Time	This is when all time must be approved by the supervisors in order to be paid out for the upcoming paycheck. Time that has not been approved will not be paid until the following paycheck provided it is approved by that deadline. This is for the CURRENT cyle only. For Retro, see blue section below. **Best Practice would be for departments to require employees to submit by 12 noon or earlier to allow supervisors time to process.
Time Entry Unlocked for prior period adjustments	This is when employees are able to go back into their past time blocks and make adjustments as needed to previous time blocks on their calendar. The calendar is locked from the 5pm Payroll Lock above until this time to allow time for processing the paychecks.
Earning Statements viewable to Employees (3 days before payday)	This is when all earning statements/payslips are viewable in Workday for employees to see and ensure that they are accurate.
Payday Workday Payroll Processing opens for next cycle	This is when we open the next pay cycle and you are able to see the new CR Pay Payroll Accounting Journal Details - In Progress Payroll (aka PEARS) for the new pay cycle we are starting
** 9AM ** Retro Run captures all retro transactions processed to pick up for upcoming Pay cycle	This is when we run the retro process and any transactions that were processed for any time frame outside of the current pay cycle we are working in need to be approved completely to be processed for the upcoming paycheck. This process would capture time entry changes, salary changes, job changes, late appointments etc.