



2025 PAYROLL SCHEDULE

Week #	Pay Period Begins	Pay Period Ends	Workflow Requests must be APPROVED AND CHANGES APPLIED in UKG Pro by 4:00PM	All Change Requests, Pending PTO and Adjustments, Timesheets must be APPROVED by Supervisors by 12:00PM	\$\$ PAY DATE \$\$	LAST DAY to Submit Requests for Manual Checks for this Pay Date ↩
48	11/24/24	12/07/24	12/06/24	12/09/24	12/13/24	12/17/24
50	12/08/24	12/21/24	12/20/24	12/23/24	12/27/24	12/31/24
02	12/22/24	01/04/25	01/03/25	01/06/25	01/10/25	01/14/25
04	01/05/25	01/18/25	01/17/25	01/20/25	01/24/25	01/28/25
06	01/19/25	02/01/25	01/31/25	02/03/25	02/07/25	02/11/25
08	02/02/25	02/15/25	02/14/25	02/17/25	02/21/25	02/25/25
10	02/16/25	03/01/25	02/28/25	03/03/25	03/07/25	03/11/25
12	03/02/25	03/15/25	03/14/25	03/17/25	03/21/25	03/25/25
14	03/16/25	03/29/25	03/28/25	03/31/25	04/04/25	04/08/25
16	03/30/25	04/12/25	04/11/25	04/14/25	04/18/25	04/22/25
18	04/13/25	04/26/25	04/25/25	04/28/25	05/02/25	05/06/25
20	04/27/25	05/10/25	05/09/25	05/12/25	05/16/25	05/20/25
22	05/11/25	05/24/25	05/23/25	05/26/25	05/30/25	06/03/25
24	05/25/25	06/07/25	06/06/25	06/09/25	06/13/25	06/17/25
26	06/08/25	06/21/25	06/20/25	06/23/25	06/27/25	07/01/25
28	06/22/25	07/05/25	07/04/25	07/07/25	07/11/25	07/15/25
30	07/06/25	07/19/25	07/18/25	07/21/25	07/25/25	07/29/25
32	07/20/25	08/02/25	08/01/25	08/04/25	08/08/25	08/12/25
34	08/03/25	08/16/25	08/15/25	08/18/25	08/22/25	08/26/25
36	08/17/25	08/30/25	08/29/25	09/01/25	09/05/25	09/09/25
38	08/31/25	09/13/25	09/12/25	09/15/25	09/19/25	09/23/25
40	09/14/25	09/27/25	09/26/25	09/29/25	10/03/25	10/07/25
42	09/28/25	10/11/25	10/10/25	10/13/25	10/17/25	10/21/25
44	10/12/25	10/25/25	10/24/25	10/27/25	10/31/25	11/04/25
46	10/26/25	11/08/25	11/07/25	11/10/25	11/14/25	11/18/25
48	11/09/25	11/22/25	11/21/25	11/24/25	11/28/25	12/02/25
50	11/23/25	12/06/25	12/05/25	12/08/25	12/12/25	12/16/25
52	12/07/25	12/20/25	12/19/25	12/22/25	12/26/25	12/30/25

Pay Period Begins and Pay Period Ends	These dates reflect the first day of the pay period and the last day of the pay period/mileage period.
Workflow Requests MUST BE Approved and Changes Applied in UltiPro BY 4:00PM	All Workflow changes must be processed and receive final approval to take effect this period. If you don't see the changes reflected in UKG Pro and UKG Ready, it will not be effective for this pay period.
Payroll Discrepancy Forms DUE	All Payroll Discrepancy Forms for previous period DUE by 5:00pm for adjustments this pay period.
Employee Mileage/Tolls Reimbursement Forms DUE	All Mileage Forms for <u>Previous Month</u> are DUE by the fifth business day of the <u>Current Month</u> . Mileage is paid out on the second payroll of the month.
All Personal Info, (i.e. changes to bank accounts, addresses, phone numbers etc), Change and PTO Requests must be SUBMITTED by Employees by Midnight	Any changes initiated by employees must be completed by midnight on the last Saturday of the pay period. Once all change requests have been completed, the employee needs to SUBMIT their timesheet via UKG Ready.
All Payroll and Adjustments COMPLETED by NOON	By Payroll Processing Mondays noon all missed punches, adjustments, transfers, Change Requests and Pending PTO must be cleared in UKG Ready and timesheets APPROVED by Supervisors to process payroll timely.
Pay Date	This is when employees can access their information on UltiPro this period and see funds deposited. Checks are mailed out Thursdays.
Last Day to Submit Requests for Manual Checks for this Pay Date	All requests for manual checks must be submitted and approved by this date for processing. Requests afterwards will default to next period.
When Payroll Processing is on or near a holiday and if you plan to take time off, your payroll responsibilities must be completed or a back-up person must be delegated to complete your payroll duties. Instructions for Delegating Payroll Responsibilities: In UKG Ready go to MY INFO > MY HR > DELEGATIONS and click ADD NEW and follow prompts.. Dates noted below are YMCA designated holidays which are often observed by staff members. This does not necessarily mean YMCA operations are closed - please check with your family center for operating hours. Unless otherwise specified, Payroll Processing occurs as scheduled and processed as per schedule. Any changes to Payroll Processing dates, deadlines, information will come directly from the Payroll Department.	

2025 OBSERVED YMCA HOLIDAYS

01/01/25 New Year's Day	07/04/25 Independence Day
01/20/25 Martin Luther King Jr Day	09/01/25 Labor Day
05/26/25 Memorial Day	11/27/25 & 11/28/25 Thanksgiving Day and Thanksgiving Friday
06/19/25 Juneteenth	12/25/25 Christmas Day