

## February 2025 distributed calendar

| February 2025 |                      |  |  |     |   |         |
|---------------|----------------------|--|--|-----|---|---------|
| ◀ January     |                      |  |  |     |   | March ▶ |
| Sun           | Mon                  | Tue  | Wed  | Thu | Fri   | Sat     |
|               |                      |  |  |     |   | 1       |
| 2             | 3                    | <b>4</b><br>12PM: Time Entry & Approval Deadline<br><br>Interfaces due for 02/07 weekly<br><br>5PM Direct deposit update deadline for weekly 02/07 paydate                           | <b>5</b><br>PA Form Approval Deadline for L1 & L2  | 6   | <b>7</b><br>Weekly Pay Date<br><br>5PM Direct deposit update deadline for semi-monthly 02/14 paydate  | 8       |
| 9             | 10                   | <b>11</b><br>12PM: Time Entry & Approval Deadline<br><br>Interfaces due for 02/14 weekly and semimonthly pay date<br><br>5PM Direct deposit update deadline for weekly 02/14 paydate | 12   | 13  | <b>14</b><br>Weekly and Semi-Monthly Pay Date   | 15      |
| 16            | <b>17</b><br>HOLIDAY | <b>18</b><br>12PM: Time Entry & Approval Deadline<br><br>Interfaces due for 02/21 pay date<br><br>5PM Direct deposit update deadline for weekly 02/21 paydate                        | <b>19</b><br>PA Form Approval Deadline for L1 & L2 | 20  | <b>21</b><br>Weekly Pay Date<br><br>5PM Direct deposit update deadline for semi-monthly 02/28 paydate | 22      |
| 23            | 24                   | <b>25</b><br>12PM: Time Entry & Approval Deadline<br>Interfaces due for 02/28 weekly and semimonthly pay date<br><br>5PM Direct deposit update deadline for weekly 02/28 paydate     | 26   | 27  | <b>28</b><br>Weekly and Semi-Monthly Pay Date   |         |