



One Time Payment (OTP) Tool Schedule
Approvals and Files Deadlines

MONTHLY

Work in progress	
Payroll Calendar	<i>Published</i>
2025	12/18/2024 9:12:40 AM

Pay Cycle	Pay Period Begin Date	Pay Period End Date	OTP Approval Date	OTP Approval Time	Early Cutoff Override	Paystub Available	Check Date
M0	12/1/2024	12/31/2024	1/23/2025	1:45:00 PM	No	12/31/2024	1/2/2025
M0	1/1/2025	1/31/2025	2/20/2025	1:45:00 PM	No	1/29/2025	1/31/2025
M0	2/1/2025	2/28/2025	3/24/2025	1:45:00 PM	No	2/26/2025	2/28/2025
M0	3/1/2025	3/31/2025	4/23/2025	1:45:00 PM	No	3/30/2025	4/1/2025
M0	4/1/2025	4/30/2025	5/21/2025	1:45:00 PM	No	4/29/2025	5/1/2025
M0	5/1/2025	5/31/2025	6/23/2025	1:45:00 PM	No	5/28/2025	5/30/2025
M0	6/1/2025	6/30/2025	7/24/2025	1:45:00 PM	No	6/29/2025	7/1/2025
M0	7/1/2025	7/31/2025	8/21/2025	1:45:00 PM	No	7/30/2025	8/1/2025
M0	8/1/2025	8/31/2025	9/23/2025	1:45:00 PM	No	8/27/2025	8/29/2025
M0	9/1/2025	9/30/2025	10/23/2025	1:45:00 PM	No	9/29/2025	10/1/2025
M0	10/1/2025	10/31/2025	11/20/2025	1:45:00 PM	No	10/29/2025	10/31/2025
M0	11/1/2025	11/30/2025	12/18/2025	1:45:00 PM	No	11/29/2025	12/1/2025

Published by Payroll Coordination and Analysis, Unit of Accounting

Business and Financial Services