



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

BIWEEKLY

Work in progress

Payroll Calendar	Published
2025	12/18/2024 9:12:09 AM

Pay Cycle	Pay Period Begin Date	Pay Period End Date	OTP Approval Date	OTP Approval Time	Early Cutoff Override	Paystub Available	Check Date
B1	12/8/2024	12/21/2024	12/24/2024	1:45:00 PM	Yes	12/31/2024	1/2/2025
B2	12/22/2024	1/4/2025	1/7/2025	1:45:00 PM	No	1/13/2025	1/15/2025
B3	1/5/2025	1/18/2025	1/21/2025	1:45:00 PM	No	1/27/2025	1/29/2025
B1	1/19/2025	2/1/2025	2/4/2025	1:45:00 PM	No	2/10/2025	2/12/2025
B2	2/2/2025	2/15/2025	2/18/2025	1:45:00 PM	No	2/24/2025	2/26/2025
B1	2/16/2025	3/1/2025	3/4/2025	1:45:00 PM	No	3/10/2025	3/12/2025
B2	3/2/2025	3/15/2025	3/18/2025	1:45:00 PM	No	3/24/2025	3/26/2025
B1	3/16/2025	3/29/2025	4/1/2025	1:45:00 PM	No	4/7/2025	4/9/2025
B2	3/30/2025	4/12/2025	4/15/2025	1:45:00 PM	No	4/21/2025	4/23/2025
B1	4/13/2025	4/26/2025	4/29/2025	1:45:00 PM	No	5/5/2025	5/7/2025
B2	4/27/2025	5/10/2025	5/13/2025	1:45:00 PM	No	5/19/2025	5/21/2025
B1	5/11/2025	5/24/2025	5/27/2025	1:45:00 PM	No	6/2/2025	6/4/2025
B2	5/25/2025	6/7/2025	6/10/2025	1:45:00 PM	No	6/16/2025	6/18/2025
B1	6/8/2025	6/21/2025	6/24/2025	1:45:00 PM	No	6/30/2025	7/2/2025
B2	6/22/2025	7/5/2025	7/8/2025	1:45:00 PM	No	7/14/2025	7/16/2025
B3	7/6/2025	7/19/2025	7/22/2025	1:45:00 PM	No	7/28/2025	7/30/2025
B1	7/20/2025	8/2/2025	8/5/2025	1:45:00 PM	No	8/11/2025	8/13/2025
B2	8/3/2025	8/16/2025	8/19/2025	1:45:00 PM	No	8/25/2025	8/27/2025
B1	8/17/2025	8/30/2025	9/2/2025	1:45:00 PM	No	9/8/2025	9/10/2025
B2	8/31/2025	9/13/2025	9/16/2025	1:45:00 PM	No	9/22/2025	9/24/2025
B1	9/14/2025	9/27/2025	9/30/2025	1:45:00 PM	No	10/6/2025	10/8/2025
B2	9/28/2025	10/11/2025	10/14/2025	1:45:00 PM	No	10/20/2025	10/22/2025
B1	10/12/2025	10/25/2025	10/28/2025	1:45:00 PM	No	11/3/2025	11/5/2025
B2	10/26/2025	11/8/2025	11/10/2025	1:45:00 PM	No	11/17/2025	11/19/2025
B1	11/9/2025	11/22/2025	11/24/2025	1:45:00 PM	No	12/1/2025	12/3/2025
B2	11/23/2025	12/6/2025	12/9/2025	1:45:00 PM	No	12/15/2025	12/17/2025
B3	12/7/2025	12/20/2025	12/21/2025	1:45:00 PM	No	12/28/2025	12/30/2025