

January								
S	M	T	W	T	F	S		
			H	1	2	3	4	
5	6	7	8	9	P	10	11	
12	T	13	S	14	15	16	17	18
19	H	20	21	22	23	P	24	25
26	T	27	S	28	29	30	31	

February								
S	M	T	W	T	F	S		
						1		
2	3	4	5	6	P	7	8	
9	T	10	S	11	12	13	14	15
16	H	17	18	19	20	P	21	22
23	T	24	S	25	26	27	28	

March								
S	M	T	W	T	F	S		
						1		
2	3	4	5	6	P	7	8	
9	T	10	S	11	12	13	14	15
16	17	18	19	20	P	21	22	
23	T	24	S	25	26	27	28	29
30	H	31						

April								
S	M	T	W	T	F	S		
		1	2	3	P	4	5	
6	T	7	S	8	9	10	11	12
13	14	15	16	17	P	18	19	
20	T	21	S	22	23	24	25	26
27	28	29	30					

May								
S	M	T	W	T	F	S		
				1	P	2	3	
4	T	5	S	6	7	8	9	10
11	12	13	14	15	P	16	17	
18	T	19	S	20	21	22	23	24
25	H	26	27	28	29	P	30	31

# 2025 Community Connections Bi-Weekly Payroll Calendar

Holiday Closures (H)	
New Year's Day	January 1
MLK Day	January 20
Presidents' Day	February 17
Seward's Day	March 31
Memorial Day	May 26
Independence Day	July 4
Labor Day	September 1
Indigenous Peoples' Day	October 13
**Thanksgiving	November 27 - 28
Christmas	December 25

Calendar Legend	
H - Holiday	
P - Pay Day	
T - Timesheet Due to Supervisor	
S - Supervisor Due to Payroll	

June								
S	M	T	W	T	F	S		
1	T	2	S	3	4	5	6	7
8	9	10	11	12	P	13	14	
15	T	16	S	17	18	19	20	21
22	23	24	25	26	P	27	28	
29	T	30						

July								
S	M	T	W	T	F	S		
		S	1	2	3	H	4	5
6	7	8	9	10	P	11	12	
13	T	14	S	15	16	17	18	19
20	21	22	23	24	P	25	26	
27	T	28	S	29	30	31		

August								
S	M	T	W	T	F	S		
					1	2		
3	4	5	6	7	P	8	9	
10	T	11	S	12	13	14	15	16
17	18	19	20	21	P	22	23	
24	T	25	S	26	27	28	29	30
31								

September								
S	M	T	W	T	F	S		
	H	1	2	3	4	P	5	6
7	T	8	S	9	10	11	12	13
14	15	16	17	18	P	19	20	
21	T	22	S	23	24	25	26	27
28	29	30						

October								
S	M	T	W	T	F	S		
			1	2	P	3	4	
5	T	6	S	7	8	9	10	11
12	H	13	14	15	16	P	17	18
19	T	20	S	21	22	23	24	25
26	27	28	29	30	P	31		

November								
S	M	T	W	T	F	S		
						1		
2	T	3	S	4	5	6	7	8
9	10	11	12	13	P	14	15	
16	T	17	S	18	19	20	21	22
23	24	25	P	26	H	H	28	29
30								

December								
S	M	T	W	T	F	S		
	T	1	S	2	3	4	5	6
7	8	9	10	11	P	12	13	
14	T	15	S	16	17	18	19	20
21	22	23	24	H	25	P	26	27
28	T	29	S	30	31			

# Community Connections

2025

Bi-Weekly

Payroll Cycles & Deadlines

Effective December 15, 2024

Min Hrs <sup>(1)</sup>	Max Hours <sup>(2,3)</sup>	Pay Period	Timesheet Due	Supervisor Due	Pay Date	Pay Cycle
76.00	80.00	Dec 15 - Dec 28	Dec 30	Dec 31	Jan 10	01-01
76.00	80.00	Dec 29 - Jan 11	Jan 13	Jan 14	Jan 24	01-02
76.00	80.00	Jan 12 - Jan 25	Jan 27	Jan 28	Feb 07	02-01
76.00	80.00	Jan 26 - Feb 08	Feb 10	Feb 11	Feb 21	02-02
76.00	80.00	Feb 09 - Feb 22	Feb 24	Feb 25	Mar 07	03-01
76.00	80.00	Feb 23 - Mar 08	Mar 10	Mar 11	Mar 21	03-02
76.00	80.00	Mar 09 - Mar 22	Mar 24	Mar 25	Apr 04	04-01
76.00	80.00	Mar 23 - Apr 05	Apr 07	Apr 08	Apr 18	04-02
76.00	80.00	Apr 06 - Apr 19	Apr 21	Apr 22	May 02	05-01
76.00	80.00	Apr 20 - May 03	May 05	May 06	May 16	05-02
76.00	80.00	May 04 - May 17	May 19	May 20	May 30	*05-03*
76.00	80.00	May 18 - May 31	Jun 02	Jun 03	Jun 13	06-01
76.00	80.00	Jun 01 - Jun 14	Jun 16	Jun 17	Jun 27	06-02
76.00	80.00	Jun 15 - Jun 28	Jun 30	Jul 01	Jul 11	07-01
76.00	80.00	Jun 29 - Jul 12	Jul 14	Jul 15	Jul 25	07-02
76.00	80.00	Jul 13 - Jul 26	Jul 28	Jul 29	Aug 08	08-01
76.00	80.00	Jul 27 - Aug 09	Aug 11	Aug 12	Aug 22	08-02
76.00	80.00	Aug 10 - Aug 23	Aug 25	Aug 26	Sep 05	09-01
76.00	80.00	Aug 24 - Sep 06	Sep 08	Sep 09	Sep 19	09-02
76.00	80.00	Sep 07 - Sep 20	Sep 22	Sep 23	Oct 03	10-01
76.00	80.00	Sep 21 - Oct 04	Oct 06	Oct 07	Oct 17	10-02
76.00	80.00	Oct 05 - Oct 18	Oct 20	Oct 21	Oct 31	*10-03*
76.00	80.00	Oct 19 - Nov 01	Nov 03	Nov 04	Nov 14	11-01
76.00	80.00	Nov 02 - Nov 15	Nov 17	Nov 18	Nov 26	11-02
76.00	80.00	Nov 16 - Nov 29	Dec 01	Dec 02	Dec 12	12-01
76.00	80.00	Nov 30 - Dec 13	Dec 15	Dec 16	Dec 26	12-02

\* Non-benefit payroll\*

Holiday Closures (H)	
New Year's Day - Wednesday, January 1	Independence Day - Friday, July 4
MLK Day - Monday, January 20	Labor Day - Monday, September 1
Presidents' Day - Monday, February 17	Indigenous Peoples' Day - Monday, October 13
Seward's Day - Monday, March 31	Thanksgiving - Thursday-Friday, November 27-28
Memorial Day - Monday, May 26	Christmas - Thursday, December 25

Benefit Timing per Month	
401k	Every cycle
Cell Stipend	First two cycles
Health insurance	First two cycles
Health waiver	First two cycles
Leave accruals	Every cycle
Mileage	Every cycle

<sup>(1)</sup> Leave accrual, holiday pay, and health waiver are based on meeting minimum hours in each period.

<sup>(2)</sup> May not exceed the maximum 40 hours per week when utilizing paid personal leave.

<sup>(3)</sup> Salaried timesheets must meet maximum hours.