

Payroll Shared Services			
Payroll Calendar			
January - June 2025			
Pay Date	Payroll Confirm Date	Preliminary Transaction Submission Due by 2:00 PM	Emergency Transaction Hard Stop Deadline Due by 2:00 PM
January 15, 2025	January 9, 2025	January 7, 2025	January 8, 2025
January 31, 2025	January 27, 2025	January 23, 2025	January 24, 2025
February 14, 2025	February 10, 2025	February 6, 2025	February 7, 2025
February 28, 2025	February 24, 2025	February 20, 2025	February 21, 2025
March 14, 2025	March 10, 2025	March 6, 2025	March 7, 2025
March 31, 2025	March 25, 2025	March 21, 2025	March 24, 2025
April 15, 2025	April 9, 2025	April 7, 2025	April 8, 2025
April 30, 2025	April 24, 2025	April 22, 2025	April 23, 2025
May 15, 2025	May 9, 2025	May 7, 2025	May 8, 2025
May 30, 2025	May 23, 2025	May 21, 2025	May 22, 2025
June 13, 2025	June 9, 2025	June 5, 2025	June 6, 2025
June 30, 2025	June 24, 2025	June 20, 2025	June 23, 2025

NOTES:

- Questions about this calendar should be directed to: [FSSC Payroll@sao.ga.gov](mailto:FSSC_Payroll@sao.ga.gov)
- The calendar was developed from the Teamworks HCM System's payroll calendar found on SAO's website at <https://sao.georgia.gov/training-calendars/sao-calendars>
- Additional deadlines are provided on this calendar to allow for processing and quality control measures to ensure error-free pay entries