

FACULTY & SEMI MONTHLY
(FA,LE,LL,AP,AC,ES)

| MONTH EXPENSED/COMMENTS | PAF/EPAFS DUE TO HR | LOCK FLAC | RUN ID | PAY PERIOD BEGIN | PAY PERIOD END | CHECK DATE |
|---|------------------------|-----------|--------|------------------------|----------------------|------------|
| September FAC/LEC/PTL START ACAD/FALL | 08/12/24 | 08/26/24 | SF17 | 09/01/24 | 09/15/24 | 09/13/24 |
| | 08/30/24 | 09/09/24 | SF18 | 09/16/24 | 09/30/24 | 09/30/24 |
| October | 09/13/24 | 09/24/24 | SF19 | 10/01/24 | 10/15/24 | 10/15/24 |
| | 09/30/24 | 10/10/24 | SF20 | 10/16/24 | 10/31/24 | 10/31/24 |
| November | 10/15/24 | 01/25/24 | SF21 | 11/01/24 | 11/15/24 | 11/15/24 |
| | 10/31/24 | 11/11/24 | SF22 | 11/16/24 | 11/30/24 | 11/27/24 |
| December | 11/15/24 | 11/25/25 | SF23 | 12/01/24 | 12/15/24 | 12/13/24 |
| | 11/29/24 | 12/11/24 | SF24 | 12/16/24 | 12/31/24 | 12/23/24 |
| January FAC/LEC/PTL START ACAD/Winter | 12/09/24 | 12/17/24 | SF1 | 01/01/25 | 01/15/25 | 01/15/25 |
| | 01/01/25 | 01/10/25 | SF2 | 01/16/25 | 01/31/25 | 01/31/25 |
| February | 01/15/25 | 01/24/25 | SF3 | 02/01/25 | 02/15/25 | 02/14/25 |
| | 01/29/25 | 02/10/25 | SF4 | 02/16/25 | 02/28/25 | 02/28/25 |
| March | 02/12/25 | 02/24/25 | SF5 | 03/01/25 | 03/15/25 | 03/14/25 |
| | 02/26/25 | 03/10/25 | SF6 | 03/16/25 | 03/31/25 | 03/31/25 |
| April | 03/12/25 | 03/25/25 | SF7 | 04/01/25 | 04/15/25 | 4/15/25 |
| | 03/26/25 | 04/07/25 | SF8 | 04/16/25 | 04/30/25 | 04/30/25 |
| May | 04/16/25 | 04/23/25 | SF9 | 05/01/25 | 05/15/25 | 05/15/25 |
| | 05/01/25 | 05/08/25 | SF10 | 05/16/25 | 05/31/25 | 05/30/25 |
| June | 05/15/25 | 06/26/25 | SF11 | 06/01/25 | 06/15/25 | 06/13/25 |
| | 05/29/25 | 06/09/25 | SF12 | 06/16/25 | 06/30/25 | 06/30/25 |
| July | 06/15/25 | 06/24/25 | SF13 | 07/01/25 | 07/15/25 | 07/15/25 |
| | 06/29/25 | 07/09/25 | SF14 | 07/16/25 | 07/31/25 | 07/31/25 |
| August | 07/13/25 | 07/25/25 | SF15 | 08/01/25 | 08/15/25 | 08/15/25 |
| | 07/27/25 | 08/11/25 | SF16 | 08/16/25 | 08/31/25 | 08/29/25 |
| September FAC/LEC/PTL START ACAD/FALL | 08/10/25 | 08/25/25 | SF17 | 09/01/25 | 09/15/25 | 09/15/25 |

NOTE PAFs/ ePAFs which are correct, complete (including all appropriate signatures), and received by the appropriate HR office by the "due to" date listed above are guaranteed to be processed to the corresponding check date. Late PAFs ePAF will be processed as time permits.

REV 04/24

****Note for Leave Reporting: All submissions and approvals for FY25 required by noon Thursday 7/01/25**