

Department of Finance and Administration

OFFICE OF FISCAL MANAGEMENT

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MEMORANDUM

TO: John Storey
FROM: Laketta Steel
DATE: November 13, 2024
SUBJECT: Dates for Travel Pay for December

SPAHRS Travel for (December) 2024

NOTE: The Pay Period Start Date is the actual Due Date for processing travel. Agencies need to process their final travel run by C.O.B. on the Pay Period Start Date in order to receive warrants/EFTS on the Pay Date.

FREQUENCY	PAY PERIOD END DATE	PAY PERIOD START DATE	PAY DATE	NOTES
T1	12-05-2024	12-03-2024	12-05-2024	
T2	12-09-2024	12-05-2024	12-09-2024	
T3	12-12-2024	12-10-2024	12-12-2024	
T4	12-16-2024	12-12-2024	12-16-2024	
T5	12-19-2024	12-17-2024	12-19-2024	
T6	12-23-2024	12-19-2024	12-23-2024	HOLIDAY 12/24/2024 & 12/25/2024
T7	12-30-2024	12-26-2024	12-30-2024	