

Department of Finance and Administration

OFFICE OF FISCAL MANAGEMENT

701 Woolfolk Building, Suite B, Jackson MS 39201

Phone: (601) 359-3538 • Fax: (601) 359-5525

MEMORANDUM

TO: John Storey
FROM: Laketta Steel
DATE: March 14, 2025
SUBJECT: Dates for Travel Pay for April

SPAHRs Travel for (April) 2025

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	04-03-2025	04-01-2025	04-03-2025	
T2	04-07-2025	04-03-2025	04-07-2025	
T3	04-10-2025	04-08-2025	04-10-2025	
T4	04-14-2025	04-10-2025	04-14-2025	
T5	04-17-2025	04-15-2025	04-17-2025	
T6	04-21-2025	04-17-2025	04-21-2025	
T7	04-24-2025	04-22-2025	04-24-2025	
T8	04-29-2025	04-24-2025	04-29-2025	HOLIDAY 04/28/2025
T9	05-01-2025	04-29-2025	05-01-2025	