

Department of Finance and Administration

OFFICE OF FISCAL MANAGEMENT

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MEMORANDUM

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

SPAHRs Travel for (February) 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	02-06-2025	02-04-2025	02-06-2025	
T2	02-10-2025	02-06-2025	02-10-2025	
T3	02-13-2025	02-11-2025	02-13-2025	
T4	02-18-2025	02-13-2025	02-18-2025	HOLIDAY 2/17/2025
T5	02-20-2025	02-18-2025	02-20-2025	
T6	02-24-2025	02-20-2025	02-24-2025	
T7	02-27-2025	02-25-2025	02-27-2025	
T8	03-03-2025	02-27-2025	03-03-2025	