

Department of Finance and Administration

OFFICE OF FISCAL MANAGEMENT

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MEMORANDUM

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

SPAHRs Travel for (January) 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	01-06-2025	01-02-2025	01-06-2025	HOLIDAY 01/01/2025
T2	01-09-2025	01-07-2025	01-09-2025	
T3	01-13-2025	01-09-2025	01-13-2025	
T4	01-16-2025	01-14-2025	01-16-2025	
T5	01-21-2025	01-16-2025	01-21-2025	HOLIDAY 01/20/2025
T6	01-23-2026	01-21-2025	01-23-2025	
T7	01-27-2025	01-23-2025	01-27-2025	
T8	01-30-2025	01-28-2025	01-30-2025	
T9	02-03-2025	01-30-2025	02-03-2025	