

Department of Finance and Administration

OFFICE OF FISCAL MANAGEMENT

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MEMORANDUM

TO: John Storey
FROM: Laketta Steel
DATE: April 18, 2025
SUBJECT: Dates for Travel Pay for May

SPAHRS Travel for (May) 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	05-05-2025	05-01-2025	05-05-2025	
T2	05-08-2025	05-06-2025	05-08-2025	
T3	05-12-2025	05-08-2025	05-12-2025	
T4	05-15-2025	05-13-2025	05-15-2025	
T5	05-19-2025	05-15-2025	05-19-2025	
T6	05-22-2025	05-20-2025	05-22-2025	
T7	05-27-2025	05-22-2025	05-27-2025	HOLIDAY 05/26/2025
T8	05-29-2025	05-27-2025	05-29-2025	
T9	06-02-2025	05-29-2025	06-02-2025	