



Utah Department of
**Government
Operations**

2025

Finance Calendar

DECEMBER 2024						
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JANUARY

FEBRUARY 2025						
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SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 New Year's Day 1	2	3 Annual 'Use or Lose' Cutoff for Hours Over 320 (Includes the Accrual for PP 26) ESS Time Entry Cutoff (PP 26) Pay Period End (PP 26) Payday (PP 25) 3	4 Pay Period Begin (PP 1) 4
5 5	6 FINET Document Cutoff Period 6 (Dec.) Month End 6	7 ESS Time Entry Open (PP 1) Retirement Cutoff (PP 26) 7	8 Termination Cutoff (PP 26) 8	9 ESS Approval Cutoff (PP 26) Payroll Entry Cutoff (PP 26) 9	10 10	11 11
12 12	13 Preliminary Payroll (PP 26) 13	14 Final Payroll (PP 26) 14	15 15	16 16	17 ESS Time Entry Cutoff (PP 1) Pay Period End (PP 1) Payday (PP 26) 17	18 Pay Period Begin (PP 2) 18
19 19	20 Dr. Martin Luther King Jr. Day 20	21 Legislative Session Begins 21	22 ESS Time Entry Open (PP 2) Retirement Cutoff (PP 1) 22	23 Termination Cutoff (PP 1) 23	24 ESS Approval Cutoff (PP 1) Payroll Entry Cutoff (PP 1) 24	25 25
26 26	27 Preliminary Payroll (PP 1) 27	28 Final Payroll (PP 1) 28	29 29	30 30	31 ESS Time Entry Cutoff (PP 2) Pay Period End (PP 2) Payday (PP 1) 31	

JANUARY 2025						
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FEBRUARY

MARCH 2025						
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SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1 Pay Period Begin (PP 3) 32
2 33	3 34	4 ESS Time Entry Open (PP 3) Retirement Cutoff (PP 2) 35	5 FINET Document Cutoff Period 7 (Jan.) Month End 36	6 Termination Cutoff (PP 2) 37	7 ESS Approval Cutoff (PP 2) Payroll Entry Cutoff (PP 2) 38	8 39
9 40	10 Preliminary Payroll (PP 2) 41	11 Final Payroll (PP 2) 42	12 43	13 44	14 ESS Time Entry Cutoff (PP 3) Pay Period End (PP 3) Payday (PP 2) 45	15 Pay Period Begin (PP 4) 46
16 47	17 Washington and Lincoln Day 48	18 ESS Time Entry Open (PP 4) Retirement Cutoff (PP 3) 49	19 50	20 Termination Cutoff (PP 3) 51	21 ESS Approval Cutoff (PP 3) Payroll Entry Cutoff (PP 3) 52	22 53
23 54	24 Preliminary Payroll (PP 3) 55	25 Final Payroll (PP 3) 56	26 57	27 58	28 ESS Time Entry Cutoff (PP 4) Pay Period End (PP 4) Payday (PP 3) 59	

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MARCH

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SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1 Pay Period Begin (PP 5) 60
2 61	3 62	4 ESS Time Entry Open (PP 5) Retirement Cutoff (PP 4) 63	5 FINET Document Cutoff Period 8 (Feb.) Month End 64	6 Termination Cutoff (PP 4) 65	7 Legislative Session Ends ESS Approval Cutoff (PP 4) Payroll Entry Cutoff (PP 4) 66	8 67
9 68	10 Preliminary Payroll (PP 4) 69	11 Final Payroll (PP 4) 70	12 71	13 72	14 ESS Time Entry Cutoff (PP 5) Pay Period End (PP 5) Payday (PP 4) 73	15 Pay Period Begin (PP 6) 74
16 75	17 76	18 ESS Time Entry Open (PP 6) Retirement Cutoff (PP 5) 77	19 78	20 Termination Cutoff (PP 5) 79	21 ESS Approval Cutoff (PP 5) Payroll Entry Cutoff (PP 5) 80	22 81
23 82	24 Preliminary Payroll (PP 5) 83	25 Final Payroll (PP 5) 84	26 85	27 86	28 ESS Time Entry Cutoff (PP 6) Pay Period End (PP 6) Payday (PP 5) 87	29 Pay Period Begin (PP 7) 88

MARCH 2025						
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SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
30 89	31 90	1 <i>ESS Time Entry Open (PP 7)</i> Retirement Cutoff (PP 6) 91	2 92	3 <i>FINET Document Cutoff Period 9 (Mar.) Month End</i> Termination Cutoff (PP 6) 93	4 <i>ESS Approval Cutoff (PP 6)</i> Payroll Entry Cutoff (PP 6) 94	5 95
6 96	7 <i>Preliminary Payroll (PP 6)</i> 97	8 <i>Final Payroll (PP 6)</i> 98	9 99	10 100	11 <i>ESS Time Entry Cutoff (PP 7)</i> Pay Period End (PP 7) Payday (PP 6) 101	12 102 <i>Pay Period Begin (PP 8)</i>
13 103	14 104	15 <i>ESS Time Entry Open (PP 8)</i> Retirement Cutoff (PP 7) 105	16 106	17 107 <i>Termination Cutoff (PP 7)</i>	18 <i>ESS Approval Cutoff (PP 7)</i> Payroll Entry Cutoff (PP 7) 108	19 109
20 110	21 <i>Preliminary Payroll (PP 7)</i> 111	22 <i>Final Payroll (PP 7)</i> 112	23 113	24 114	25 <i>ESS Time Entry Cutoff (PP 8)</i> Pay Period End (PP 8) Payday (PP 7) 115	26 116 <i>Pay Period Begin (PP 9)</i>
27 117	28 118	29 <i>ESS Time Entry Open (PP 9)</i> Retirement Cutoff (PP 8) 119	30 120			

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				1 Termination Cutoff (PP 8) 121	2 ESS Approval Cutoff (PP 8) Payroll Entry Cutoff (PP 8) 122	3 123
4 124	5 FINET Document Cutoff Period 10 (Apr.) Month End Preliminary Payroll (PP 8) 125	6 Final Payroll (PP 8) 126	7 127	8 128	9 ESS Time Entry Cutoff (PP 9) Pay Period End (PP 9) Payday (PP 8) 129	10 Pay Period Begin (PP 10) 130
11 131	12 132	13 ESS Time Entry Open (PP 10) Retirement Cutoff (PP 9) 133	14 134	15 Termination Cutoff (PP 9) 135	16 ESS Approval Cutoff (PP 9) Payroll Entry Cutoff (PP 9) 136	17 137
18 138	19 Preliminary Payroll (PP 9) 139	20 Final Payroll (PP 9) 140	21 141	22 142	23 ESS Time Entry Cutoff (PP 10) Pay Period End (PP 10) Payday (PP 9) 143	24 Pay Period Begin (PP 11) 144
25 145	26 Memorial Day 146	27 147	28 ESS Time Entry Open (PP 11) Retirement Cutoff (PP 10) 148	29 Termination Cutoff (PP 10) 149	30 ESS Approval Cutoff (PP 10) Payroll Entry Cutoff (PP 10) 150	31 151

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JULY 2025						
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SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1 152	2 Preliminary Payroll (PP 10) 153	3 Final Payroll (PP 10) 154	4 FINET Document Cutoff Period 11 (May) Month End 155	5 156	6 ESS Time Entry Cutoff (PP 11) Pay Period End (PP 11) Payday (PP 10) 157	7 Pay Period Begin (PP 12) 158
8 159	9 160	10 ESS Time Entry Open (PP 12) Retirement Cutoff (PP 11) 161	11 Termination Cutoff (PP 11) 162	12 ESS Approval Cutoff (PP 11) Payroll Entry Cutoff (PP 11) 163	13 Preliminary Payroll (PP 11) 164	14 165
15 166	16 Juneteenth National Freedom Day 167	17 Final Payroll (PP 11) 168	18 169	19 170	20 ESS Time Entry Cutoff (PP 12) Pay Period End (PP 12) Payday (PP 11) 171	21 Pay Period Begin (PP 13) 172
22 173	23 174	24 ESS Time Entry Open (PP 13) Retirement Cutoff (PP 12) 175	25 Termination Cutoff (PP 12) 176	26 ESS Approval Cutoff (PP 12) Payroll Entry Cutoff (PP 12) 177	27 Preliminary Payroll (PP 12) 178	28 179
29 180	30 Final Payroll (PP 12) 181					

JUNE 2025						
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JULY

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SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3 <i>ESS Time Entry Cutoff (PP 13)</i> FINET Document Cutoff Period 12 (June) Month End Payday (PP 12)	4 Independence Day Pay Period End (PP 13)	5 Pay Period Begin (PP 14)
6	7	8 <i>ESS Time Entry Open (PP 14)</i> Retirement Cutoff (PP 13)	9	10 Termination Cutoff (PP 13)	11 <i>ESS Approval Cutoff (PP 13)</i> Payroll Entry Cutoff (PP 13)	12
13	14 Preliminary Payroll (PP 13)	15 Final Payroll (PP 13)	16	17	18 <i>ESS Time Entry Cutoff (PP 14)</i> Pay Period End (PP 14) Payday (PP 13)	19 Pay Period Begin (PP 15)
20	21	22 <i>ESS Time Entry Open (PP 15)</i> Retirement Cutoff (PP 14)	23 Termination Cutoff (PP 14)	24 Pioneer Day	25 <i>ESS Approval Cutoff (PP 14)</i> Payroll Entry Cutoff (PP 14)	26
27	28 Preliminary Payroll (PP 14)	29 Final Payroll (PP 14)	30	31		

JULY 2025						
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AUGUST

SEPTEMBER 2025						
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SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 <i>ESS Time Entry Cutoff (PP 15)</i> Pay Period End (PP 15) Payday (PP 14) 213	2 Pay Period Begin (PP 16) 214
3 215	4 216	5 <i>ESS Time Entry Open (PP 16)</i> FINET Document Cutoff Period 1 (July) Month End Retirement Cutoff (PP 15) 217	6 218	7 219	8 <i>ESS Approval Cutoff (PP 15)</i> Payroll Entry Cutoff (PP 15) 220	9 221
10 222	11 Preliminary Payroll (PP 15) 223	12 Final Payroll (PP 15) 224	13 225	14 226	15 <i>ESS Time Entry Cutoff (PP 16)</i> Pay Period End (PP 16) Payday (PP 15) 227	16 228
17 229	18 230	19 <i>ESS Time Entry Open (PP 17)</i> Retirement Cutoff (PP 16) 231	20 232	21 233	22 <i>ESS Approval Cutoff (PP 16)</i> Payroll Entry Cutoff (PP 16) 234	23 235
24 236	25 Preliminary Payroll (PP 16) 237	26 Final Payroll (PP 16) 238	27 239	28 240	29 <i>ESS Time Entry Cutoff (PP 17)</i> Pay Period End (PP 17) Payday (PP 16) 241	30 242

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SEPTEMBER

OCTOBER 2025						
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SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
31 243	1 Labor Day 244	2 245	3 ESS Time Entry Open (PP 18) Retirement Cutoff (PP 17) 246	4 FINET Document Cutoff Period 2 (Aug.) Month Termination Cutoff (PP 17) 247	5 ESS Approval Cutoff (PP 17) Payroll Entry Cutoff (PP 17) 248	6 249
7 250	8 Preliminary Payroll (PP 17) 251	9 Final Payroll (PP 17) 252	10 253	11 254	12 ESS Time Entry Cutoff (PP 18) Pay Period End (PP 18) Payday (PP 17) 255	13 Pay Period Begin (PP 19) 256
14 257	15 258	16 ESS Time Entry Open (PP 19) Retirement Cutoff (PP 18) 259	17 260	18 Termination Cutoff (PP 18) 261	19 ESS Approval Cutoff (PP 18) Payroll Entry Cutoff (PP 18) 262	20 263
21 264	22 Preliminary Payroll (PP 18) 265	23 Final Payroll (PP 18) 266	24 267	25 268	26 ESS Time Entry Cutoff (PP 19) Pay Period End (PP 19) Payday (PP 18) 269	27 Pay Period Begin (PP 20) 270
28 271	29 272	30 ESS Time Entry Open (PP 20) Retirement Cutoff (PP 19) 273				

SEPTEMBER 2025						
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OCTOBER

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SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
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				Termination Cutoff (PP 19) 274	ESS Approval Cutoff (PP 19) FINET Document Cutoff Period 3 (Sept.) Month End Payroll Entry Cutoff (PP 19) 275	
						277
5	6	7	8	9	10	11
	Preliminary Payroll (PP 19) 278	Final Payroll (PP 19) 280			ESS Time Entry Cutoff (PP 20) 282	
					Pay Period End (PP 20) Payday (PP 19) 283	Pay Period Begin (PP 21) 284
12	13	14	15	16	17	18
	Columbus Day 286		ESS Time Entry Open (PP 21) Retirement Cutoff (PP 20) 288	Termination Cutoff (PP 20) 289	ESS Approval Cutoff (PP 20) Payroll Entry Cutoff (PP 20) 290	
						291
19	20	21	22	23	24	25
	Preliminary Payroll (PP 20) 292	Final Payroll (PP 20) 294			ESS Time Entry Cutoff (PP 21) 296	
					Pay Period End (PP 21) Payday (PP 20) 297	Pay Period Begin (PP 22) 298
26	27	28	29	30	31	
		ESS Time Entry Open (PP 22) Retirement Cutoff (PP 21) 301		Termination Cutoff (PP 21) 302	ESS Approval Cutoff (PP 21) Payroll Entry Cutoff (PP 21) 304	

NOVEMBER

OCTOBER 2025						
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DECEMBER 2025						
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SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1 305
2 306	3 Preliminary Payroll (PP 21) 307	4 Final Payroll (PP 21) 308	5 FINET Document Cutoff Period 4 (Oct.) Month End 309	6 310	7 ESS Time Entry Cutoff (PP 22) Pay Period End (PP 22) Payday (PP 21) 311	8 Pay Period Begin (PP 23) 312
9 313	10 314	11 Veterans Day 315	12 ESS Time Entry Open (PP 23) Retirement Cutoff (PP 22) 316	13 Termination Cutoff (PP 22) 317	14 ESS Approval Cutoff (PP 22) Payroll Entry Cutoff (PP 22) 318	15 319
16 320	17 Preliminary Payroll (PP 22) 321	18 Final Payroll (PP 22) 322	19 323	20 324	21 ESS Time Entry Cutoff (PP 23) Pay Period End (PP 23) Payday (PP 22) 325	22 Pay Period Begin (PP 24) 326
23 327	24 328	25 ESS Time Entry Open (PP 24) Retirement Cutoff (PP 23) 329	26 Termination Cutoff (PP 23) 330	27 Thanksgiving Day 331	28 ESS Approval Cutoff (PP 23) Payroll Entry Cutoff (PP 23) 332	29 333

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DECEMBER

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SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
30 334	1 Preliminary Payroll (PP 23) 335	2 Final Payroll (PP 23) 336	3 FINET Document Cutoff Period 5 (Nov.) Month End 337	4 338	5 ESS Time Entry Cutoff (PP 24) Pay Period End (PP 24) Payday (PP 23) 339	6 Pay Period Begin (PP 25) 340
7 341	8 342	9 ESS Time Entry Open (PP 25) Retirement Cutoff (PP 24) 343	10 344	11 Termination Cutoff (PP 24) 345	12 ESS Approval Cutoff (PP 24) Payroll Entry Cutoff (PP 24) 346	13 347
14 348	15 Preliminary Payroll (PP 24) 349	16 Final Payroll (PP 24) 350	17 351	18 352	19 ESS Time Entry Cutoff (PP 25) Pay Period End (PP 25) Payday (PP 24) 353	20 Pay Period Begin (PP 26) 354
21 355	22 356	23 ESS Time Entry Open (PP 26) Retirement & Termination Cutoff (PP 25) 357	24 ESS Approval Cutoff (PP 25) Payroll Entry Cutoff (PP 25) 358	25 Christmas Day 359	26 Preliminary Payroll (PP 25) 360	27 361
28 362	29 Final Payroll (PP 25) 363	30 364	31 365			

DECEMBER 2025						
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JANUARY

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SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 New Year's Day 1	2 Annual 'Use or Lose' Cutoff for Hours Over 320 (Includes the Accrual for PP 26) ESS Time Entry Cutoff (PP 26) Pay Period End (PP 26) Payday (PP 25) 2	3 Pay Period Begin (PP 1) 3
4 4	5 5	6 ESS Time Entry Open (PP 1) FINET Document Cutoff Period 6 (Dec.) Month End Retirement Cutoff (PP 26) 6	7 7	8 Termination Cutoff (PP 26) 8	9 ESS Approval Cutoff (PP 26) Payroll Entry Cutoff (PP 26) 9	10 10
11 11	12 Preliminary Payroll (PP 26) 12	13 Final Payroll (PP 26) 13	14 14	15 15	16 ESS Time Entry Cutoff (PP 1) Pay Period End (PP 1) Payday (PP 26) 16	17 Pay Period Begin (PP 2) 17
18 18	19 Dr. Martin Luther King Jr. Day 19	20 Legislative Session Begins 20	21 ESS Time Entry Open (PP 2) Retirement Cutoff (PP 1) 21	22 Termination Cutoff (PP 1) 22	23 ESS Approval Cutoff (PP 1) Payroll Entry Cutoff (PP 1) 23	24 24
25 25	26 Preliminary Payroll (PP 1) 26	27 Final Payroll (PP 1) 27	28 28	29 29	30 ESS Time Entry Cutoff (PP 2) Pay Period End (PP 2) Payday (PP 1) 30	31 Pay Period Begin (PP 3) 31



2025



JANUARY

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MARCH

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NOVEMBER

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