



January 2025 Payroll Calendar

Time entry is due close of business on Monday for the previous week.

During PY Corrections the system is unavailable between 3:30 - 7:30 am, noon - 1 pm, and 3:30 - 4:30 pm.

Last day of PY monthly corrections the system is unavailable from noon until monthly finalization is completed.

All employee records will be unavailable for updates during the finalization process for any payroll.

Employees with error conditions during the finalization process may not be paid.

Agencies should submit their NCFS requisitions (disbursements) by 10:30 am.

Integrated HR/Payroll System will charge back any bank fees incurred due to late or rejected NCFS requisitions.

The payroll/time wall date is updated on employee records the morning after finalization for biweekly and monthly employees.

01 = Monthly Payroll

04 = Bi-weekly Payroll

| January 2025 | | | | | | |
|--------------|---|--|--------------------------------------|---|--|--------------------|
| Sun | Mon | Tue | Wed | Thur | Fri | Sat |
| 29 | 30 | 31 | 1 | 2 | 3 | 4 |
| | Time Entry COB 0401 PY Finalization BWD 10-26-24 NCFS Reqs Submitted | 0112 Pay Day 0112 Period End NCFS Reqs Posted | New Year's Day | NCFS Reqs Submitted | 0401 Pay Day 0402 Period Ends NCFS HP Req Posted | 0403 Period Begins |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| | Time Entry COB | | | 0402 PY Initialization | 0402 PY Corrections | |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| | Time Entry COB 0402 PY Corrections | 0402 PY Finalization BWD 11-09-24 | NCFS Reqs Posted | NCFS Reqs Submitted | 0402 Pay Day 0403 Period Ends | 0404 Period Begins |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| | Martin Luther King Jr. Day | Time Entry COB | 0101 PY Initialization | 0101 PY Corrections 0403 PY Initialization | 0101 PY Corrections 0403 PY Corrections | |
| 26 | 27 | 28 | 29 | 30 | 31 | |
| | Time Entry COB 0101 PY Corrections 0403 PY Corrections | 0101 PY Finalization MDW 12-01-24 0403 PY Finalization BWD 11-23-24 | NCFS Reqs Posted NCFS Reqs Posted | NCFS Reqs Submitted NCFS Reqs Submitted | 0101 Pay Day 0101 Period End 0403 Pay Day 0404 Period End | 0405 Period Begins |



February 2025 Payroll Calendar

Time entry is due close of business on Monday for the previous week.

During PY Corrections the system is unavailable between 3:30 - 7:30 am, noon - 1 pm, and 3:30 - 4:30 pm.

Last day of PY monthly corrections the system is unavailable from noon until monthly finalization is completed.

All employee records will be unavailable for updates during the finalization process for any payroll.

Employees with error conditions during the finalization process may not be paid.

Agencies should submit their NCFS requisitions (disbursements) by 10:30 am.

Integrated HR/Payroll System will charge back any bank fees incurred due to late or rejected NCFS requisitions.

The payroll/time wall date is updated on employee records the morning after finalization for biweekly and monthly employees.

01 = Monthly Payroll

04 = Bi-weekly Payroll

| February 2025 | | | | | | |
|---------------|--|--|--|---|--|--------------------------|
| Sun | Mon | Tue | Wed | Thur | Fri | Sat |
| | | | | | | 1 0405 Period Begins |
| 2 | 3 Time Entry COB | 4 NCFS HP Req Posted | 5 | 6 0404 PY Initialization | 7 0404 PY Corrections | 8 |
| 9 | 10 Time Entry COB 0404 PY Corrections | 11 0404 PY Finalization BWD 12-07-24 | 12 NCFS Reqs Posted | 13 NCFS Reqs Submitted | 14 0404 Pay Day 0405 Period End | 15 0406 Period Begins |
| 16 | 17 Time Entry COB | 18 | 19 0102 PY Initialization | 20 0102 PY Corrections 0405 PY Initialization | 21 0102 PY Corrections 0405 PY Corrections | 22 |
| 23 | 24 Time Entry COB 0102 PY Corrections 0405 PY Corrections | 25 0102 PY Finalization MWD 01-01-25 0405 PY Finalization BWD 12-21-24 | 26 NCFS Reqs Posted NCFS Reqs Posted | 27 NCFS Reqs Submitted NCFS Reqs Submitted | 28 0102 Pay Day 0102 Period End 0405 Pay Day 0406 Period End | 1 0407 Period Begins |



March 2025 Payroll Calendar

Time entry is due close of business on Monday for the previous week.

During PY Corrections the system is unavailable between 3:30 - 7:30 am, noon - 1 pm, and 3:30 - 4:30 pm.

Last day of PY monthly corrections the system is unavailable from noon until monthly finalization is completed.

All employee records will be unavailable for updates during the finalization process for any payroll.

Employees with error conditions during the finalization process may not be paid.

Agencies should submit their NCFs requisitions (disbursements) by 10:30 am.

Integrated HR/Payroll System will charge back any bank fees incurred due to late or rejected NCFs requisitions.

The payroll/time wall date is updated on employee records the morning after finalization for biweekly and monthly employees.

01 = Monthly Payroll

04 = Bi-weekly Payroll

| March 2025 | | | | | | |
|------------|--|---|--|--|--|--------------------------|
| Sun | Mon | Tue | Wed | Thur | Fri | Sat |
| | | | | | | 1 0407 Period Begins |
| 2 | 3 Time Entry COB | 4 NCFs HP Req Posted | 5 | 6 0406 PY Initialization | 7 0406 PY Corrections | 8 |
| 9 | 10 Time Entry COB 0406 PY Corrections | 11 0406 PY Finalization BWD 01-04-25 | 12 NCFs Reqs Posted | 13 NCFs Reqs Submitted | 14 0406 Pay Day 0407 Period End | 15 0408 Period Begins |
| 16 | 17 Time Entry COB | 18 | 19 | 20 0103 PY Initialization 0407 PY Initialization | 21 0103 PY Corrections 0407 PY Corrections | 22 |
| 23 | 24 Time Entry COB 0103 PY Corrections 0407 PY Corrections | 25 0103 PY Corrections 0407 PY Finalization BWD 01-18-25 | 26 0103 PY Finalization MWD 02-01-25 NCFs Reqs Posted | 27 NCFs Reqs Posted NCFs Reqs Submitted | 28 NCFs Reqs Submitted 0407 Pay Day 0408 Period End | 29 0409 Period Begins |
| 30 | 31 Time Entry COB 0103 Pay Day 0103 Period End | | | | | |



April 2025 Payroll Calendar

Time entry is due close of business on Monday for the previous week.

During PY Corrections the system is unavailable between 3:30 - 7:30 am, noon - 1 pm, and 3:30 - 4:30 pm.

Last day of PY monthly corrections the system is unavailable from noon until monthly finalization is completed.
 All employee records will be unavailable for updates during the finalization process for any payroll.
 Employees with error conditions during the finalization process may not be paid.

Agencies should submit their NCFS requisitions (disbursements) by 10:30 am.

Integrated HR/Payroll System will charge back any bank fees incurred due to late or rejected NCFS requisitions.

The payroll/time wall date is updated on employee records the morning after finalization for biweekly and monthly employees.

01 = Monthly Payroll

04 = Bi-weekly Payroll

| April 2025 | | | | | | |
|------------|--|---|---|--|---|-----------------------------|
| Sun | Mon | Tue | Wed | Thur | Fri | Sat |
| | | 1 | 2 NCFS HP Req Posted | 3 0408 PY Initialization | 4 0408 PY Corrections | 5 |
| 6 | 7 Time Entry COB 0408 PY Corrections | 8 0408 PY Finalization BWD 02-01-25 | 9 NCFS Reqs Posted | 10 NCFS Reqs Submitted | 11 0408 Pay Day 0409 Period End | 12 0410 Period Begins |
| 13 | 14 Time Entry COB | 15 | 16 0409 PY Initialization | 17 0409 PY Corrections | 18 Good Friday | 19 |
| 20 | 21 Time Entry COB 0104 PY Initialization 0409 PY Corrections | 22 0104 PY Corrections 0409 PY Finalization BWD 02-15-25 | 23 0104 PY Corrections NCFS Reqs Posted | 24 0104 PY Corrections NCFS Reqs Submitted | 25 0104 PY Finalization MWD 03-01-25 0409 Pay Day 0410 Period End | 26 0411 Period Begins |
| 27 | 28 Time Entry COB NCFS Reqs Posted | 29 NCFS Reqs Submitted | 30 0104 Pay Day 0104 Period End | | | |



May 2025 Payroll Calendar

Time entry is due close of business on Monday for the previous week.

During PY Corrections the system is unavailable between 3:30 - 7:30 am, noon - 1 pm, and 3:30 - 4:30 pm.

Last day of PY monthly corrections the system is unavailable from noon until monthly finalization is completed.

All employee records will be unavailable for updates during the finalization process for any payroll.

Employees with error conditions during the finalization process may not be paid.

Agencies should submit their NCFs requisitions (disbursements) by 10:30 am.

Integrated HR/Payroll System will charge back any bank fees incurred due to late or rejected NCFs requisitions.

The payroll/time wall date is updated on employee records the morning after finalization for biweekly and monthly employees.

01 = Monthly Payroll

04 = Bi-weekly Payroll

| May 2025 | | | | | | |
|----------|---|--|---|---|--|-----------------------------|
| Sun | Mon | Tue | Wed | Thur | Fri | Sat |
| | | | | 1 0410 PY Initialization | 2 0410 PY Corrections NCFs HP Req | 3 |
| 4 | 5 Time Entry COB 0410 PY Corrections | 6 0410 PY Finalization BWD 03-01-25 | 7 NCFs Reqs Posted | 8 NCFs Reqs Submitted | 9 0410 Pay Day 0411 Period End | 10 0412 Period Begins |
| 11 | 12 Time Entry COB | 13 | 14 | 15 0411 PY Initialization | 16 0411 PY Corrections | 17 |
| 18 | 19 Time Entry COB 0411 PY Corrections | 20 0105 PY Initialization 0411 PY Finalization BWD 03-15-25 | 21 0105 PY Corrections NCFs Reqs Posted | 22 0105 PY Corrections NCFs Reqs Submitted | 23 0105 PY Corrections 0411 Pay Day 0412 Period End | 24 0413 Period Begins |
| 25 | 26 Memorial Day | 27 Time Entry COB 0105 PY Finalization MWD 04-01-25 | 28 NCFs Reqs Posted | 29 NCFs Reqs Submitted 0412 PY Initialization | 30 0105 Pay Day 0412 PY Corrections | 31 0105 Period End |



June 2025 Payroll Calendar

Time entry is due close of business on Monday for the previous week.

During PY Corrections the system is unavailable between 3:30 - 7:30 am, noon - 1 pm, and 3:30 - 4:30 pm.

Last day of PY monthly corrections the system is unavailable from noon until monthly finalization is completed.

All employee records will be unavailable for updates during the finalization process for any payroll.

Employees with error conditions during the finalization process may not be paid.

Agencies should submit their NCFS requisitions (disbursements) by 10:30 am.

Integrated HR/Payroll System will charge back any bank fees incurred due to late or rejected NCFS requisitions.

The payroll/time wall date is updated on employee records the morning after finalization for biweekly and monthly employees.

01 = Monthly Payroll

04 = Bi-weekly Payroll

| June 2025 | | | | | | |
|-----------|--|---|--|---|--|-----------------------|
| Sun | Mon | Tue | Wed | Thur | Fri | Sat |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| | Time Entry COB | 0412 PY Finalization | NCFS Reqs Posted | NCFS Reqs Submitted | 0412 Pay Day 0413 Period | 0414 Period Begins |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| | Time Entry COB | 0413 PY Initialization | 0413 PY Corrections | 0413 PY Corrections | 0413 PY Finalization BWD 04-12-25 | |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| | Time Entry COB NCFS Reqs Posted | 0106 PY Initialization NCFS Reqs Submitted | 0106 PY Corrections | 0106 PY Corrections | 0106 PY Corrections 0413 Pay Day 0414 Period End | 0415 Period Begins |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| | Time Entry COB 0106 PY Finalization MWD 05-01-25 0414 PY Initialization | NCFS Reqs Posted 0414 PY Corrections | NCFS Reqs Submitted 0414 PY Corrections | 0414 PY Finalization BWD 04-26-25 | NCFS Reqs Posted | |
| 29 | 30 | | | | | |
| | Time Entry COB 0106 Pay Day 0106 Period End NCFS Reqs Submitted | | | | | |



July 2025 Payroll Calendar

Time entry is due close of business on Monday for the previous week.

During PY Corrections the system is unavailable between 3:30 - 7:30 am, noon - 1 pm, and 3:30 - 4:30 pm.

Last day of PY monthly corrections the system is unavailable from noon until monthly finalization is completed.

All employee records will be unavailable for updates during the finalization process for any payroll.

Employees with error conditions during the finalization process may not be paid.

Agencies should submit their NCFS requisitions (disbursements) by 10:30 am.

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The payroll/time wall date is updated on employee records the morning after finalization for biweekly and monthly employees.

01 = Monthly Payroll

04 = Bi-weekly Payroll

| July 2025 | | | | | | |
|---|--|---|---|---|--|-----------------------|
| Sun | Mon | Tue | Wed | Thur | Fri | Sat |
| | | 1 | 2 | 3 | 4 | 5 |
| | | | NCFS HP Req Posted | 0414 Pay Day | Independence Day 0415 Period End | 0416 Period Begins |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| Time Entry COB | | | | 0415 PY Initialization | 0415 PY Corrections | |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| Time Entry COB 0415 PY Corrections | 0415 PY Finalization BWD 05-10-25 | NCFS Reqs Posted | NCFS Reqs Submitted | 0415 Pay Day 0416 Period End | 0417 Period Begins | |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| Time Entry COB | 0107 PY Initialization | 0107 PY Corrections | 0107 PY Corrections | 0107 PY Corrections 0416 PY Initialization | 0107 PY Corrections 0416 PY Corrections | |
| 27 | 28 | 29 | 30 | 31 | | |
| Time Entry COB 0107 PY Finalization MWD 06-01-25 0416 PY Corrections | NCFS Reqs Posted 0416 PY Finalization BWD 05-24-25 | NCFS Reqs Submitted NCFS Reqs Posted | NCFS Reqs Submitted NCFS Reqs Posted | 0107 Pay Day 0107 Period End NCFS Reqs Submitted | | |



August 2025 Payroll Calendar

Time entry is due close of business on Monday for the previous week.

During PY Corrections the system is unavailable between 3:30 - 7:30 am, noon - 1 pm, and 3:30 - 4:30 pm.

Last day of PY monthly corrections the system is unavailable from noon until monthly finalization is completed.

All employee records will be unavailable for updates during the finalization process for any payroll.

Employees with error conditions during the finalization process may not be paid.

Agencies should submit their NCFS requisitions (disbursements) by 10:30 am.

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01 = Monthly Payroll

04 = Bi-weekly Payroll

| August 2025 | | | | | | |
|--------------------|---|--|--|---|--|-----------------------|
| Sun | Mon | Tue | Wed | Thur | Fri | Sat |
| | | | | | 1 | 2 |
| | | | | | 0416 Pay Day 0417 Period End | 0418 Period Begins |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| | Time Entry COB NCFS HP Req Posted | | | 0417 PY Initialization | 0417 PY Corrections | |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| | Time Entry COB 0417 PY Corrections | 0417 PY Finalization BWD 06-07-25 | NCFS Reqs Posted | NCFS Reqs Submitted | 0417 Pay Day 0418 Period End | 0419 Period Begins |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| | Time Entry COB | | 0108 PY Initialization | 0108 PY Corrections 0418 PY Initialization | 0108 PY Corrections 0418 PY Corrections | |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 0108 Period End | Time Entry COB 0108 PY Corrections 0418 PY Corrections | 0108 PY Finalization MWD 07-01-25 0418 PY Finalization BWD 06-21-25 | NCFS Reqs Posted NCFS Reqs Posted | NCFS Reqs Submitted NCFS Reqs Submitted | 0108 Pay Day 0418 Pay Day 0419 Period End | 0420 Period Begins |



September 2025 Payroll Calendar

Time entry is due close of business on Monday for the previous week.

During PY Corrections the system is unavailable between 3:30 - 7:30 am, noon - 1 pm, and 3:30 - 4:30 pm.

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All employee records will be unavailable for updates during the finalization process for any payroll.

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Agencies should submit their NCFS requisitions (disbursements) by 10:30 am.

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01 = Monthly Payroll

04 = Bi-weekly Payroll

| September 2025 | | | | | | |
|----------------|---|---|---|---|---|-----------------------------|
| Sun | Mon | Tue | Wed | Thur | Fri | Sat |
| | 1 Labor Day | 2 Time Entry COB | 3 NCFS HP Req Posted | 4 0419 PY Initialization | 5 0419 PY Corrections | 6 |
| 7 | 8 Time Entry COB 0419 PY Corrections | 9 0419 PY Finalization BWD 07-05-25 | 10 NCFS Reqs Posted | 11 NCFS Reqs Submitted | 12 0419 Pay Day 0420 Period End | 13 0421 Period Begins |
| 14 | 15 Time Entry COB | 16 | 17 | 18 0420 PY Initialization | 19 0109 PY Initialization 0420 PY Corrections | 20 |
| 21 | 22 Time Entry COB 0109 PY Corrections 0420 PY Corrections | 23 0109 PY Corrections 0420 PY Finalization BWD 07-19-25 | 24 0109 PY Corrections NCFS Reqs Posted | 25 0109 PY Finalization MWD 08-01-25 NCFS Reqs Submitted | 26 NCFS Reqs Posted 0420 Pay Day 0421 Period End | 27 0422 Period Begins |
| 28 | 29 Time Entry COB NCFS Reqs Submitted | 30 0109 Pay Day 0109 Period End | | | | |



October 2025 Payroll Calendar

Time entry is due close of business on Monday for the previous week.

During PY Corrections the system is unavailable between 3:30 - 7:30 am, noon - 1 pm, and 3:30 - 4:30 pm.

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 All employee records will be unavailable for updates during the finalization process for any payroll.
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01 = Monthly Payroll

04 = Bi-weekly Payroll

| October 2025 | | | | | | |
|--------------|---|--|--|---|--|--------------------------|
| Sun | Mon | Tue | Wed | Thur | Fri | Sat |
| | | | 1 | 2 0421 PY Initialization NCFS HP Req Posted | 3 0421 PY Corrections | 4 |
| 5 | 6 Time Entry COB 0421 PY Corrections | 7 0421 PY Finalization BWD 08-02-25 | 8 NCFS Reqs Posted | 9 NCFS Reqs Submitted | 10 0421 Pay Day 0422 Period End | 11 0423 Period Begins |
| 12 | 13 Time Entry COB | 14 | 15 | 16 0422 PY Initialization | 17 0422 PY Corrections | 18 |
| 19 | 20 Time Entry COB 0422 PY Corrections | 21 0422 PY Finalization BWD 08-16-25 | 22 0110 PY Initialization NCFS Reqs Posted | 23 0110 PY Corrections NCFS Reqs Submitted | 24 0110 PY Corrections 0422 Pay Day 0423 Period End | 25 0424 Period Begins |
| 26 | 27 Time Entry COB 0110 PY Corrections | 28 0110 PY Finalization MWD 09-01-25 | 29 NCFS Reqs Posted | 30 NCFS Reqs Submitted 0423 PY Initialization | 31 0110 Pay Day 0110 Period End 0423 PY Corrections | |



November 2025 Payroll Calendar

Time entry is due close of business on Monday for the previous week.

During PY Corrections the system is unavailable between 3:30 - 7:30 am, noon - 1 pm, and 3:30 - 4:30 pm.

Last day of PY monthly corrections the system is unavailable from noon until monthly finalization is completed.

All employee records will be unavailable for updates during the finalization process for any payroll.

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01 = Monthly Payroll

04 = Bi-weekly Payroll

| November 2025 | | | | | | |
|--------------------------|--|---|---|--|---|-----------------------------|
| Sun | Mon | Tue | Wed | Thur | Fri | Sat |
| | | | | | | 1 |
| 2 | 3 Time Entry COB 0423 PY Corrections | 4 0423 PY Finalization BWD 08-30-25 NCFS HP Req Posted | 5 NCFS Reqs Posted | 6 NCFS Reqs Submitted | 7 0423 Pay Day 0424 Period End | 8 0425 Period Begins |
| 9 | 10 Time Entry COB | 11 Veterans Day | 12 | 13 0424 PY Initialization | 14 0424 PY Corrections | 15 |
| 16 | 17 Time Entry COB 0111 PY Initialization 0424 PY Corrections | 18 0111 PY Corrections 0424 PY Finalization BWD 09-13-25 | 19 0111 PY Corrections NCFS Reqs Posted | 20 0111 PY Corrections NCFS Reqs Submitted | 21 0111 PY Finalization MWD 10-01-25 0424 Pay Day 0425 Period End | 22 0426 Period Begins |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 0111 Period End | Time Entry COB NCFS Reqs Posted | NCFS Reqs Submitted 0425 PY Initialization | 0111 Pay Day 0425 Corrections | Thanksgiving | Thanksgiving | |



December 2025 Payroll Calendar

Time entry is due close of business on Monday for the previous week.

During PY Corrections the system is unavailable between 3:30 - 7:30 am, noon - 1 pm, and 3:30 - 4:30 pm.

Last day of PY monthly corrections the system is unavailable from noon until monthly finalization is completed.

All employee records will be unavailable for updates during the finalization process for any payroll.

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Integrated HR/Payroll System will charge back any bank fees incurred due to late or rejected NCFS requisitions.

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01 = Monthly Payroll

04 = Bi-weekly Payroll

| December 2025 | | | | | | |
|---------------|--|---|---|--|---|-----------------------------|
| Sun | Mon | Tue | Wed | Thur | Fri | Sat |
| | 1 Time Entry COB 0425 PY Corrections | 2 0425 PY Finalization BWD 09-27-25 NCFS HP Req Posted | 3 NCFS Reqs Posted | 4 NCFS Reqs Submitted | 5 0425 Pay Day 0426 Period End | 6 0401 Period Begins |
| 7 | 8 Time Entry COB | 9 | 10 | 11 0426 PY Initialization | 12 0426 PY Corrections | 13 |
| 14 | 15 Time Entry COB 0112 PY Initialization 0426 PY Corrections | 16 0112 PY Corrections 0426 PY Finalization BWD 10-11-25 | 17 0112 PY Corrections NCFS Reqs Posted | 18 0112 PY Corrections NCFS Reqs Submitted | 19 0112 PY Finalization MWD 11-01-25 0426 Pay Day 0401 Period End | 20 0402 Period Begins |
| 21 | 22 Time Entry COB 0401 PY Corrections | 23 0401 PY Corrections | 24 Christmas | 25 Christmas | 26 Christmas | 27 |
| 28 | 29 Time Entry COB NCFS Reqs Posted 0401 PY Finalization BWD 10-25-25 | 30 NCFS Reqs Submitted NCFS Reqs Posted | 31 0112 Pay Day 0112 Period End NCFS Reqs Submitted | 1 2026 New Year's Day | 2 0401 Pay Day 0402 Period End | 3 0403 Period Begins |