

## February 2025

| Sun   | Mon  | Tue  | Wed   | Thu       | Fri   | Sat   |
|---|--|--|---|-----------|---|---|
|   |  |  |   |           |   | <b>1</b><br>Non-Exempt Pay Period Begins<br>(February 1 <sup>st</sup> -15 <sup>th</sup> Regular Hours = 80 Hours)   |
| <b>2</b> Groundhog Day  | <b>3</b><br>Exempt Pay Day<br>(January 1 <sup>st</sup> -31 <sup>st</sup> )       | <b>4</b><br>Non-Exempt Time Sheets Due to Payroll (January 16 <sup>th</sup> -31 <sup>st</sup><br>Regular Hours = 96 Hours)<br>TimeClock Plus Hours Due By 1pm Central Time                             | <b>5</b>  | <b>6</b>  | <b>7</b>  | <b>8</b>  |
| <b>9</b>  | <b>10</b><br>Non-Exempt Pay Day<br>(January 16 <sup>th</sup> -31 <sup>st</sup> ) | <b>11</b>  | <b>12</b><br>Non-Exempt ePAFs Due to HR<br>(February 1 <sup>st</sup> -15 <sup>th</sup> )  | <b>13</b> | <b>14</b> Valentine's Day   | <b>15</b><br>Exempt Leave Reports Due<br>(January 1 <sup>st</sup> -31 <sup>st</sup> )<br>Non-Exempt Pay Period Ends<br>(February 1 <sup>st</sup> -15 <sup>th</sup> Regular = 80 Hoiurs) |
| <b>16</b><br>Non-Exempt Pay Period Begins<br>(February 16 <sup>th</sup> -28 <sup>th</sup> Regular Hours = 80 Hours) | <b>17</b> Presidents Day   | <b>18</b><br>Exempt ePAFs Due to HR<br>Non-Exempt Time Sheets Due to Payroll (February 1 <sup>st</sup> -15 <sup>th</sup><br>Regular Hours = 80 Hours)<br>Time Clock Plus Hours Due by 1pm Central Time | <b>19</b>   | <b>20</b> | <b>21</b>   | <b>22</b>   |
| <b>23</b>   | <b>24</b>  | <b>25</b><br>Non-Exempt Pay Day<br>(February 1 <sup>st</sup> -15 <sup>th</sup> )   | <b>26</b><br>Non-Exempt ePAFs Due to HR<br>(February 16 <sup>th</sup> -28 <sup>th</sup> ) | <b>27</b> | <b>28</b><br>Non-Exempt Pay Period Ends<br>(February 16 <sup>th</sup> -28 <sup>th</sup> Regular Hours = 80 Hours) |   |