

# HCW Payroll Calendar: July 2024 – January 2027

## July 2024

Sun.	Mon.	Tues.	Wed.	Thur.	Fri.	Sat.
	1	2	3	4	5	6
		\$	●	H/LE		
7	8	9	10	11	12	13
						■
14	15	16	17	18	19	20
▲		\$	●	LE		
21	22	23	24	25	26	27
						■
28	29	30	31			
▲	\$		● /LE			

## August 2024

Sun.	Mon.	Tues.	Wed.	Thur.	Fri.	Sat.
				1	2	3
4	5	6	7	8	9	10
						■
11	12	13	14	15	16	17
▲	\$/		● /LE			
18	19	20	21	22	23	24
						■
25	26	27	28	29	30	31
▲	\$/+		● /LE			

## September 2024

Sun.	Mon.	Tues.	Wed.	Thur.	Fri.	Sat.
1	2	3	4	5	6	7
	H					■
8	9	10	11	12	13	14
▲	+	\$	●	LE		
15	16	17	18	19	20	21
						■
22	23	24	25	26	27	28
▲	\$/+		● /LE			
29	30					

● = Time entries due ▲ = Pay period starts \$ = Pay processing date + = OT/HO pay cycle  
 ■ = Pay period ends H = Holiday/office closure LE = Est. pay processing date for late entries

### October 2024

Sun.	Mon.	Tues.	Wed.	Thur.	Fri.	Sat.
		1	2	3	4	5
6	7 \$/	8	/LE	10	11	12
13	14 H	15	16	17	18	19
20	21	22 \$	23	24 LE	25	26
27	28	29	30	31		

### November 2024

Sun.	Mon.	Tues.	Wed.	Thur.	Fri.	Sat.
					1	2
3	4 \$/	5	/LE	7	8	9
10	11 H	12	13	14	15	16
17	18	19 \$	20	21 LE	22	23
24	25	26	27	28 H	29 H	30

### December 2024

Sun.	Mon.	Tues.	Wed.	Thur.	Fri.	Sat.
1	2	3	4 \$	5	6 LE	7
8	9	10	11	12	13	14
15	16 \$/	17	/LE	19	20	21
22	23	24	25 H	26	27	28
29	30	31 \$				

=Time entries due  
 =Pay period starts  
 \$=Pay processing date  
 =OT/HO pay cycle  
 =Pay period ends  
 H=Holiday/office closure  
 LE=Est. pay processing date for late entries

## January 2025

Sun.	Mon.	Tues.	Wed.	Thur.	Fri.	Sat.
			1 H	2 ●	3 LE	4
5	6	7	8	9	10	11 ■
12 ▲	13 ⊕	14 \$	15 ●	16 LE	17	18
19	20 H	21	22	23	24	25 ■
26 ▲	27 ⊕	28 \$	29 ●	30 LE	31	

## February 2025










Sun.	Mon.	Tues.	Wed.	Thur.	Fri.	Sat.
						1
2	3	4 ⊕	5 \$	6	7 LE	8 ■
9 ▲	10	11	12 ●	13	14	15
16	17 H	18 ⊕	19 \$	20	21 LE	22 ■
23 ▲	24	25	26 ●	27	28	

## March 2025










Sun.	Mon.	Tues.	Wed.	Thur.	Fri.	Sat.
						1
2	3	4 ⊕	5 \$	6	7 LE	8 ■
9 ▲	10	11	12 ●	13	14	15
16	17	18 ⊕	19 \$	20	21 LE	22 ■
23/30 ▲	24/31	25	26 ●	27	28	29

● = Time entries due  
 ▲ = Pay period starts  
 \$ = Pay processing date  
 ⊕ = OT/HO pay cycle  
■ = Pay period ends  
 H = Holiday/office closure  
 LE = Est. pay processing date for late entries










### April 2025





Sun.	Mon.	Tues.	Wed.	Thur.	Fri.	Sat.
		1 	2 \$	3	4 LE	5 
6 	7	8	9 	10	11	12
13	14	15 	16 \$	17	18 LE	19 
20 	21	22	23 	24	25	26
27	28	29 	30 \$			

### May 2025










Sun.	Mon.	Tues.	Wed.	Thur.	Fri.	Sat.
				1	2 LE	3 
4 	5	6	7 	8	9	10
11	12	13 	14 \$	15	16 LE	17 
18 	19	20	21 	22	23	24
25	26 H	27 	28 \$	29	30 LE	31 

### June 2025









Sun.	Mon.	Tues.	Wed.	Thur.	Fri.	Sat.
1 	2	3	4 	5	6	7
8	9	10 	11 \$	12	13 LE	14 
15 	16	17	18 	19 H	20	21
22	23	24 	25 \$	26	27 LE	28 
29 	30					

 =Time entries due  
  =Pay period starts  
 \$ =Pay processing date  
  =OT/HO pay cycle  
 =Pay period ends  
 H=Holiday/office closure  
 LE=Est. pay processing date for late entries










## July 2025





Sun.	Mon.	Tues.	Wed.	Thur.	Fri.	Sat.
		1	2	3	4	5
					H	
6	7	8	9	10	11	12
			\$		LE	
13	14	15	16	17	18	19
						
20	21	22	23	24	25	26
			\$		LE	
27	28	29	30	31		
						

## August 2025

Sun.	Mon.	Tues.	Wed.	Thur.	Fri.	Sat.
					1	2
3	4	5	6	7	8	9
			\$		LE	
10	11	12	13	14	15	16
						
17	18	19	20	21	22	23
			\$		LE	
24/31	25	26	27	28	29	30
						

## September 2025

Sun.	Mon.	Tues.	Wed.	Thur.	Fri.	Sat.
	1	2	3	4	5	6
	H		\$		LE	
7	8	9	10	11	12	13
						
14	15	16	17	18	19	20
			\$		LE	
21	22	23	24	25	26	27
						
28	29	30				
						

 =Time entries due  
  =Pay period starts  
 \$ =Pay processing date  
  =OT/HO pay cycle  
 =Pay period ends  
 H=Holiday/office closure  
 LE=Est. pay processing date for late entries

### October 2025

Sun.	Mon.	Tues.	Wed.	Thur.	Fri.	Sat.
			1 \$	2	3 LE	4 
5 	6	7	8 	9	10	11
12	13	14 	15 \$	16	17 LE	18 
19 	20	21	22 	23	24	25
26	27	28 	29 \$	30	31 LE	

### November 2025

Sun.	Mon.	Tues.	Wed.	Thur.	Fri.	Sat.
						1 
2 	3	4	5 	6	7	8
9	10 	11 H	12 \$	13	14 LE	15 
16 	17	18	19 	20	21	22
23/30 	24	25 	26 \$	27 H	28 H/LE	29 

### December 2025

Sun.	Mon.	Tues.	Wed.	Thur.	Fri.	Sat.
	1	2	3 	4	5	6
7	8	9 	10 \$	11	12 LE	13 
14 	15	16	17 	18	19	20
21	22	23 	24 \$	25 H	26	27 
28 	29 LE	30	31 			

=Time entries due  
 =Pay period starts  
 \$ =Pay processing date  
 =OT/HO pay cycle  
 =Pay period ends  
 H=Holiday/office closure  
 LE=Est. pay processing date for late entries

### January 2026

Sun.	Mon.	Tues.	Wed.	Thur.	Fri.	Sat.
				1 H	2	3
4	5	6 +	7 \$	8	9 LE	10 ■
11 ▲	12	13	14 ●	15	16	17
18	19 H	20 +	21 \$	22	23 LE	24 ■
25 ▲	26	27	28 ●	29	30	31

### February 2026

Sun.	Mon.	Tues.	Wed.	Thur.	Fri.	Sat.
1	2	3 +	4 \$	5	6 LE	7 ■
8 ▲	9	10	11 ●	12	13	14
15	16 H	17 +	18 \$	19	20 LE	21 ■
22 ▲	23	24	25 ●	26	27	28

### March 2026

Sun.	Mon.	Tues.	Wed.	Thur.	Fri.	Sat.
1	2	3 +	4 \$	5	6 LE	7 ■
8 ▲	9	10	11 ●	12	13	14
15	16	17 +	18 \$	19	20 LE	21 ■
22 ▲	23	24	25 ●	26	27	28
29	30	31 +				

● = Time entries due  
 ▲ = Pay period starts  
 \$ = Pay processing date  
 + = OT/HO pay cycle  
■ = Pay period ends  
 H = Holiday/office closure  
 LE = Est. pay processing date for late entries

### April 2026

Sun.	Mon.	Tues.	Wed.	Thur.	Fri.	Sat.
			1 \$	2	3 LE	4 
5 	6	7	8 	9	10	11
12	13	14 	15 \$	16	17 LE	18 
19 	20	21	22 	23	24	25
26	27	28 	29 \$	30		

### May 2026

Sun.	Mon.	Tues.	Wed.	Thur.	Fri.	Sat.
					1 LE	2 
3 	4	5	6 	7	8	9
10	11	12 	13 \$	14	15 LE	16 
17 	18	19	20 	21	22	23
24/31 	25 H	26 	27 \$	28	29 LE	30 










### June 2026

Sun.	Mon.	Tues.	Wed.	Thur.	Fri.	Sat.
	1	2	3 	4	5	6
7	8	9 	10 \$	11	12 LE	13 
14 	15	16	17 	18	19 H	20
21	22	23 	24 \$	25	26 LE	27 
28 	29	30				









=Time entries due  
 =Pay period starts  
 \$=Pay processing date  
 =OT/HO pay cycle  
 =Pay period ends  
 H=Holiday/office closure  
 LE=Est. pay processing date for late entries









## July 2026


Sun.	Mon.	Tues.	Wed.	Thur.	Fri.	Sat.
			1 	2	3	4 <b>H</b>
5	6	7 	8 \$	9	10 <b>LE</b>	11 
 12	13	14	15 	16	17	18
19	20	21 	22 \$	23	24 <b>LE</b>	25 
 26	27	28	29 	30	31	

## August 2026

Sun.	Mon.	Tues.	Wed.	Thur.	Fri.	Sat.
						1
2	3	4 	5 \$	6	7 <b>LE</b>	8 
 9	10	11	12 	13	14	15
16	17	18 	19 \$	20	21 <b>LE</b>	22 
 23/30	24/31	25	26 	27	28	29

## September 2026

Sun.	Mon.	Tues.	Wed.	Thur.	Fri.	Sat.
		1 	2 \$	3	4 <b>LE</b>	5 
 6	7 <b>H</b>	8	9	10 	11	12
13	14	15 	16 \$	17	18 <b>LE</b>	19 
 20	21	22	23 	24	25	26
27	28	29 	30 \$			

 =Time entries due  
  =Pay period starts  
 \$=Pay processing date  
  =OT/HO pay cycle  
 =Pay period ends  
**H**=Holiday/office closure  
**LE**=Est. pay processing date for late entries

### October 2026

Sun.	Mon.	Tues.	Wed.	Thur.	Fri.	Sat.
				1	2	3
					LE	
	4	5	6	7	8	9
						10
	11	12	13	14	15	16
				\$	LE	
	18	19	20	21	22	23
						24
	24	26	27	28	29	30
				\$	LE	

### November 2026

Sun.	Mon.	Tues.	Wed.	Thur.	Fri.	Sat.
	1	2	3	4	5	6
						7
	8	9	10	11	12	13
		\$ /	H		LE	
	15	16	17	18	19	20
						21
	22	23	24	25	26	27
				\$	H	H
	29	30				
	LE					

### December 2026

Sun.	Mon.	Tues.	Wed.	Thur.	Fri.	Sat.
		1	2	3	4	5
	6	7	8	9	10	11
				\$	LE	
	13	14	15	16	17	18
						19
	20	21	22	23	24	25
				\$	H	
	27	28	29	30	31	
	LE					

=Time entries due  
 =Pay period starts  
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 LE=Est. pay processing date for late entries

## January 2027

Sun.	Mon.	Tues.	Wed.	Thur.	Fri.	Sat.
					1 H	2
3	4	+	\$	7	8 LE	■
▲	11	12	●	14	15	16
17	H	+	\$	21	22 LE	■
▲ /	25	26	27	28	29	30

### Definitions

 = **Time entries due - submit all time entries correctly by this date**





- This is the deadline that time entries must be submitted in PTC DCI to be paid on time for that pay period.
- HCWs have 3 business days after the end of the pay period to submit correctly completed time entries.
- **Correctly completed time entries that are not submitted on time may not be paid on the pay processing date.** This deadline is 3 business days after the end of the pay period.

 = **Pay period starts** /  = **Pay period ends**

- These are the dates that pay periods start and end.

**\$ = Pay Processing Date**

- This is the date that checks are mailed, and the date the State's current financial institution processes the direct deposit file (the next business day after the state deadline, which is 8 business days after the time submission deadline).
- Checks may be received 1 to 3 business days after the check date, depending on mail service. Direct deposits will be available approximately 3 business days after the Pay Processing Date.
- Effective the first day of the first pay period following 1/1/25, or 6 months after the date of the PTC Phase 2 implementation is complete (whichever is later), if a Pay

 = Time entries due  = Pay period starts **\$** = Pay processing date  = OT/HO pay cycle  
 = Pay period ends **H** = Holiday/office closure **LE** = Est. pay processing date for late entries

Processing Date falls on an Oregon or Federal holiday the date will be moved to the prior business day. The Pay Processing Date shall be every other Wednesday. If a Pay Processing Date falls on a weekend or an Oregon or Federal holiday, the date will be moved to the prior business day.

### **LE = Estimated (Est.) pay processing date for late entries**

- The estimated date checks are mailed, and the estimated date the State's current financial institution processes the direct deposit file (2 business day after the processing date for entries submitted correctly by the deadline, excluding holidays).
- Checks may be received 1 to 3 business days after the check date, depending on mail service. Direct deposits will be available approximately 3 business days after the Pay Processing Date.
- Effective the first day of the first pay period following 1/1/25, or 6 months after the date of the PTC Phase 2 implementation is complete (whichever is later), if a Pay Processing Date falls on an Oregon or Federal holiday the date will be moved to the prior business day. The Pay Processing Date shall be every other Wednesday. If a Pay Processing Date falls on a weekend or an Oregon or Federal holiday, the date will be moved to the prior business day.

### **H = Holidays / Office Closures during the current CBA timeframe**

### **⊕ = Overtime and holiday pay cycle**

- This is the date the overtime and holiday cycle are run so payments are processed on the next pay processing date.

### **Contacts**

- APD Hotline: 1-844-369-4164
- SEIU Member Resource Center: 1-844-503-SEIU (7348)

● = Time entries due ▲ = Pay period starts \$ = Pay processing date ⊕ = OT/HO pay cycle  
■ = Pay period ends H = Holiday/office closure LE = Est. pay processing date for late entries