 **July 2024 - January 2027 HCW Payroll Calendar FOR STAFF ONLY**
(Updated Dec. 11, 2024)

| **ONGO Dates** | **In-Home Benefit Approval Deadline** | **Pay PeriodStart and End Dates** | **Deadline to Submit Time Entries Correctly** | **Last Day to Resolve STIQ Errors** | **Pay Processing Date** | **Estimated Pay Processing Date for Late Entries** | **Overtime and Holiday Pay Cycle** | **10-Day Notice Deadline** | **State or Federal Holidays Impacting Timelines** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 7/2/24 | 7/5/24 | 7/14/24-7/27/24 | 7/31/24 | 8/9/24 | 8/12/24 | 8/14/24 | 8/26/24 | 7/17/24 |   |
| 7/17/24 | 7/19/24 | 7/28/24-8/10/24 | 8/14/24 | 8/23/24 | 8/26/24 | 8/28/24 | 9/9/24 | 7/31/24 |   |
| 7/31/24 | 8/2/24 | 8/11/24-8/24/24 | 8/28/24 | 9/9/24 | 9/10/24 | 9/12/24 | 9/23/24 | 8/14/24 | 9/2/24 |
| 8/14/24 | 8/16/24 | 8/25/24-9/7/24 | 9/11/24 | 9/20/24 | 9/23/24 | 9/25/24 | 10/7/24 | 8/27/24 |   |
| 8/27/24 | 8/29/24 | 9/8/24-9/21/24 | 9/25/24 | 10/4/24 | 10/7/24 | 10/9/24 | 10/21/24 | 9/11/24 |   |
| 9/11/24 | 9/13/24 | 9/22/24-10/5/24 | 10/9/24 | 10/18/24 | 10/22/24 | 10/24/24 | 11/4/24 | 9/25/24 | 10/14/24 |
| 9/25/24 | 9/27/24 | 10/6/24-10/19/24 | 10/23/24 | 11/1/24 | 11/4/24 | 11/6/24 | 11/18/24 | 10/8/24 |   |
| 10/9/24 | 10/11/24 | 10/20/24-11/2/24 | 11/6/24 | 11/15/24 | 11/19/24 | 11/21/24 | 12/3/24 | 10/23/24 | 11/11/24 |
| 10/23/24 | 10/25/24 | 11/3/24-11/16/24 | 11/20/24 | 12/2/24 | 12/4/24 | 12/6/24 | 12/16/24 | 11/5/24 | 11/28/24 and 11/29/24 |
| 11/5/24 | 11/7/24 | 11/17/24-11/30/24 | 12/4/24 | 12/13/24 | 12/16/24 | 12/18/24 | 12/30/24 | 11/18/24 |   |
| 11/18/24 | 11/20/24 | 12/1/24-12/14/24 | 12/18/24 | 12/26/24 | 12/31/24 | 1/3/25 | 1/13/25 | 12/4/24 | 12/25/24 |
| 12/4/24 | 12/6/24 | 12/15/24-12/28/24 | 1/2/25 | 1/10/25 | 1/14/25 | 1/16/25 | 1/27/25 | 12/17/25 | 1/1/25 |
| 12/17/24 | 12/19/24 | 12/29/24-1/11/25 | 1/15/25 | 1/24/25 | 1/28/25 | 1/30/25 | 2/4/25 | 12/31/24 | 1/20/25 |
| 12/31/24 | 1/3/25 | 1/12/25-1/25/25 | 1/29/25 | 2/3/25 | 2/5/25 | 2/7/25 | 2/19/25 | 1/14/24 |   |
| 1/14/25 | 1/16/25 | 1/26/25-2/8/25 | 2/12/25 | 2/14/25 | 2/19/25 | 2/21/25 | 3/4/25 | 1/29/24 | 2/17/25 |
| 1/29/25 | 1/31/25 | 2/9/25-2/22/25 | 2/26/25 | 3/3/25 | 3/5/25 | 3/7/25 | 3/18/25 | 2/11/25 |   |
| 2/11/25 | 2/13/25 | 2/23/25-3/8/25 | 3/12/25 | 3/17/25 | 3/19/25 | 3/21/25 | 4/1/25 | 2/26/25 |   |
| 2/26/25 | 2/28/25 | 3/9/25-3/22/25 | 3/26/25 | 3/31/25 | 4/2/25 | 4/4/25 | 4/15/25 | 3/12/25 |   |
| 3/12/25 | 3/14/25 | 3/23/25-4/5/25 | 4/9/25 | 4/14/25 | 4/16/25 | 4/18/25 | 4/29/25 | 3/26/25 |   |
| 3/26/25 | 3/28/25 | 4/6/25-4/19/25 | 4/23/25 | 4/28/25 | 4/30/25 | 5/2/25 | 5/13/25 | 4/9/25 |   |
| 4/10/25 | 4/11/25 | 4/20/25-5/3/25 | 5/7/25 | 5/12/25 | 5/14/25 | 5/16/25 | 5/27/25 | 4/23/25 |   |
| 4/23/25 | 4/25/25 | 5/4/25-5/17/25 | 5/21/25 | 5/23/25 | 5/28/25 | 5/30/25 | 6/10/25 | 5/7/25 | 5/26/25 |
| 5/7/25 | 5/9/25 | 5/18/25-5/31/25 | 6/4/25 | 6/9/25 | 6/11/25 | 6/13/25 | 6/24/25 | 5/20/25 |   |
| 5/20/25 | 5/22/25 | 6/1/25-6/14/25 | 6/18/25 | 6/23/25 | 6/25/25 | 6/27/25 | 7/8/25 | 6/4/25 | 6/19/25 |
| 6/4/25 | 6/6/25 | 6/15/25-6/28/25 | 7/2/25 | 7/7/25 | 7/9/25 | 7/11/25 | 7/22/25 | 6/17/25 | 7/4/25 |
| 6/17/25 | 6/20/25 | 6/29/25-7/12/25 | 7/16/25 | 7/21/25 | 7/23/25 | 7/25/25 | 8/5/25 | 7/1/25 |   |
| 7/1/25 | 7/3/25 | 7/13/25-7/26/25 | 7/30/25 | 8/4/25 | 8/6/25 | 8/8/25 | 8/19/25 | 7/16/25 |   |
| 7/16/25 | 7/18/25 | 7/27/25-8/9/25 | 8/13/25 | 8/18/25 | 8/20/25 | 8/22/25 | 9/2/25 | 7/30/25 |   |
| 7/30/25 | 8/1/25 | 8/10/25-8/23/25 | 8/27/25 | 8/29/25 | 9/3/25 | 9/5/25 | 9/16/25 | 8/13/25 | 9/1/25 |
| 8/13/25 | 8/15/25 | 8/24/25-9/6/25 | 9/10/25 | 9/15/25 | 9/17/25 | 9/19/25 | 9/30/25 | 8/26/25 |   |
| 8/26/25 | 8/28/25 | 9/7/25-9/20/25 | 9/24/25 | 9/29/25 | 10/1/25 | 10/3/25 | 10/14/25 | 9/10/25 |   |
| 9/10/25 | 9/12/25 | 9/21/25-10/4/25 | 10/8/25 | 10/13/25 | 10/15/25 | 10/17/25 | 10/28/25 | 9/24/25 |   |
| 9/25/25 | 9/26/26 | 10/5/25-10/18/25 | 10/22/25 | 10/27/25 | 10/29/25 | 10/31/25 | 11/10/25 | 10/8/25 |   |
| 10/8/25 | 10/10/25 | 10/19/25-11/1/25 | 11/5/25 | 11/7/25 | 11/12/25 | 11/14/25 | 11/25/25 | 10/22/25 | 11/11/25 |
| 10/22/25 | 10/24/26 | 11/2/25-11/15/25 | 11/19/25 | 11/24/25 | 11/26/25 | 11/28/25 | 12/9/25 | 11/4/25 | 11/27/25 and 11/28/25 |
| 11/4/25 | 11/6/25 | 11/16/25-11/29/25 | 12/3/25 | 12/8/25 | 12/10/25 | 12/12/25 | 12/23/25 | 11/17/25 |   |
| 11/17/25 | 11/19/25 | 11/30/25-12/13/25 | 12/17/25 | 12/22/25 | 12/24/25 | 12/29/25 | 1/6/26 | 12/3/25 | 12/25/25 |
| 12/3/25 | 12/5/25 | 12/14/25-12/27/25 | 12/31/25 | 1/5/26 | 1/7/26 | 1/9/26 | 1/20/26 | 12/16/25 | 1/1/26 |
| 12/16/25 | 12/18/25 | 12/28/25-1/10/26 | 1/14/26 | 1/16/26 | 1/21/26 | 1/23/26 | 2/3/26 | 12/30/25 | 1/19/26 |
| 12/30/25 | 1/2/26 | 1/11/26-1/24/26 | 1/28/26 | 2/2/26 | 2/4/26 | 2/6/26 | 2/17/26 | 1/13/26 |   |
| 1/13/26 | 1/15/26 | 1/25/26-2/7/26 | 2/11/26 | 2/13/26 | 2/18/26 | 2/20/26 | 3/3/26 | 1/28/26 | 2/16/26 |
| 1/28/26 | 1/30/26 | 2/8/26-2/21/26 | 2/25/26 | 3/2/26 | 3/4/26 | 3/6/26 | 3/17/26 | 2/10/26 |   |
| 2/10/26 | 2/12/26 | 2/22/26-3/7/26 | 3/11/26 | 3/16/26 | 3/18/26 | 3/20/26 | 3/31/26 | 2/25/26 |   |
| 2/25/26 | 2/27/26 | 3/8/26-3/21/26 | 3/25/26 | 3/30/26 | 4/1/26 | 4/3/26 | 4/14/26 | 3/11/26 |   |
| 3/11/26 | 3/13/26 | 3/22/26-4/4/26 | 4/8/26 | 4/13/26 | 4/15/26 | 4/17/26 | 4/28/26 | 3/25/26 |   |
| 3/25/26 | 3/27/26 | 4/5/26-4/18/26 | 4/22/26 | 4/27/26 | 4/29/26 | 5/1/26 | 5/12/26 | 4/8/26 |   |
| 4/8/26 | 4/10/26 | 4/19/26-5/2/26 | 5/6/26 | 5/11/26 | 5/13/26 | 5/15/26 | 5/26/26 | 4/22/26 |   |
| 4/22/26 | 4/24/26 | 5/3/26-5/16/26 | 5/20/26 | 5/22/26 | 5/27/26 | 5/29/26 | 6/9/26 | 5/6/26 | 5/25/26 |
| 5/6/26 | 5/8/26 | 5/17/26-5/30/26 | 6/3/26 | 6/8/26 | 6/10/26 | 6/12/26 | 6/23/26 | 5/19/26 |   |
| 5/19/26 | 5/21/26 | 5/31/26-6/13/26 | 6/17/26 | 6/22/26 | 6/24/26 | 6/26/26 | 7/7/26 | 6/3/26 |   |
| 6/3/26 | 6/5/26 | 6/14/26-6/27/26 | 7/1/26 | 7/6/26 | 7/8/26 | 7/10/26 | 7/21/26 | 6/16/26 | 6/19/26 |
| 6/16/26 | 6/18/26 | 6/28/26-7/11/26 | 7/15/26 | 7/20/26 | 7/22/26 | 7/24/26 | 8/4/26 | 6/29/26 | 7/4/26 |
| 6/30/26 | 7/2/26 | 7/12/26-7/25/26 | 7/29/26 | 8/3/26 | 8/5/26 | 8/7/26 | 8/18/26 | 7/15/26 |   |
| 7/15/26 | 7/17/26 | 7/26/26-8/8/26 | 8/12/26 | 8/17/26 | 8/19/26 | 8/21/26 | 9/1/26 | 7/29/26 |   |
| 7/29/26 | 7/31/26 | 8/9/26-8/22/26 | 8/26/26 | 8/31/26 | 9/2/26 | 9/4/26 | 9/15/26 | 8/12/26 |   |
| 8/12/26 | 8/14/26 | 8/23/26-9/5/26 | 9/10/26 | 9/14/26 | 9/16/26 | 9/18/26 | 9/29/26 | 8/26/26 | 9/7/26 |
| 8/26/26 | 8/28/26 | 9/6/26-9/19/26 | 9/23/26 | 9/28/26 | 9/30/26 | 10/2/26 | 10/13/26 | 9/9/26 |   |
| 9/9/26 | 9/11/26 | 9/20/26-10/3/26 | 10/7/26 | 10/12/26 | 10/14/26 | 10/16/26 | 10/27/26 | 9/23/26 |   |
| 9/23/26 | 9/25/26 | 10/4/26-10/17/26 | 10/21/26 | 10/26/26 | 10/28/26 | 10/30/26 | 11/10/26 | 10/7/26 |   |
| 10/7/26 | 10/9/26 | 10/18/26-10/31/26 | 11/4/26 | 11/9/26 | 11/10/26 | 11/13/26 | 11/24/26 | 10/21/26 | 11/11/26 |
| 10/21/26 | 10/23/26 | 11/1/26-11/14/26 | 11/18/26 | 11/23/26 | 11/25/26 | 11/30/26 | 12/8/26 | 11/3/26 | 11/26/26 and 11/27/26 |
| 11/3/26 | 11/5/26 | 11/15/26-11/28/26 | 12/2/26 | 12/7/26 | 12/9/26 | 12/11/26 | 12/22/26 | 11/16/26 |   |
| 11/16/26 | 11/18/26 | 11/29/26-12/12/26 | 12/16/26 | 12/21/26 | 12/23/26 | 12/28/26 | 1/5/27 | 12/2/26 | 12/25/26 |
| 12/2/26 | 12/4/26 | 12/13/26-12/26/26 | 12/30/26 | 1/4/27 | 1/6/27 | 1/8/27 | 1/19/27 | 12/15/26 | 1/1/27 |
| 12/15/26 | 12/17/26 | 12/27/26-1/9/27 | 1/13/27 | 1/15/27 | 1/20/27 | 1/22/27 | 2/2/27 | 12/29/26 |   |

**ONGO Dates:** The deadline the ONGO screen must have the authorization dates updated for the pay period.

* Eight business days before the start of the pay period.

**In-Home Benefit Approval Deadline:** The deadline the Benefit needs to be approved for pay periods that cross months.

**Pay Period Start and End Dates:** The first day and the last day of each pay period.

**Last Day to Resolve STIQ Errors:** This is the last day for local office staff to resolve any entry errors on STIQ.

* Pay processing dates will be on Wednesdays. The STIQ dates will be the Monday before the Pay processing dates unless Monday is a Holiday, in which case the STIQ date would be backed up to the prior Friday.

**Deadline to Submit Time Entries Correctly:** The deadline time entries must be submitted in OR PTC DCI to be paid on time for that pay period.

* Three business days from 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.

**Pay Processing Date:** The date 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. Eight business days after the time submission deadline.
* Checks may be received 1-3 business days after the check date, depending on mail service. Direct deposits will be available approximately three business days after the pay processing date.
* Effective the first day of the first pay period following January 1, 2025 or six 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 a 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 a Federal holiday, the date will be moved to the prior business day.

**Estimated 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.

* Two business days after the pay processing date for entries submitted correctly by the deadline, excluding holidays.

**Overtime and Holiday Pay Cycle:** The date the overtime and holiday cycle are run so payments are processed on the next pay processing date.

**10-Day Notice Deadline:** The mail deadline for making a change that would impact the hours or pay for the start of the next pay period.

* 10 mail days (excluding Sundays and holidays) before the start of the next pay period.

**State or Federal Holidays Impacting Timelines:** The dates of State or Federal holidays which may affect the dates reflected for each pay period.

**Contacts:** APD Provider Relations Unit (800) 241-3013 / SEIU Member Assistance Center (844) 503-SEIU (7348).