

**CALIFORNIA INSTITUTE OF TECHNOLOGY
MONTHLY PAYROLL SCHEDULE
JANUARY 2024 - MARCH 2025**

| PAYROLL NO. | Begin | End | Payroll Cut-Off | Run Payroll Process | FINAL PAYMENT PROCESS NACHA TRANSMISSION | JPM Positive Pay & TIAA File Processing | Cost & Transfer to GL | Pay Date |
|--------------------|--------------|------------|------------------------|----------------------------|---|--|----------------------------------|-----------------|
| GA / SF - 12 | 12/01/23 | - 12/31/23 | 12/11/23 | 12/13/23 | 12/19/23 | 12/20/23 | 12/20/23 | 12/22/23 |
| MN / PD - 12 | 12/01/23 | - 12/31/23 | 12/12/23 | 12/13/23 | 12/19/23 | 12/20/23 | 12/20/23 | 12/22/23 |
| GA / SF - 01 | 01/01/24 | - 01/31/24 | 01/12/24 | 01/17/24 | 01/23/24 | 01/24/24 | 01/24/24 | 01/26/24 |
| MN / PD - 01 | 01/01/24 | - 01/31/24 | 01/16/24 | 01/17/24 | 01/23/24 | 01/24/24 | 01/24/24 | 01/26/24 |
| GA / SF - 02 | 02/01/24 | - 02/29/24 | 02/12/24 | 02/14/24 | 02/21/24 | 02/22/24 | 02/22/24 | 02/26/24 |
| MN / PD - 02 | 02/01/24 | - 02/29/24 | 02/13/24 | 02/14/24 | 02/21/24 | 02/22/24 | 02/22/24 | 02/26/24 |
| GA / SF - 03 | 03/01/24 | - 03/31/24 | 03/13/24 | 03/15/24 | 03/21/24 | 03/22/24 | 03/22/24 | 03/26/24 |
| MN / PD - 03 | 03/01/24 | - 03/31/24 | 03/14/24 | 03/15/24 | 03/21/24 | 03/22/24 | 03/22/24 | 03/26/24 |
| GA / SF - 04 | 04/01/24 | - 04/30/24 | 04/15/24 | 04/17/24 | 04/23/24 | 04/24/24 | 04/24/24 | 04/26/24 |
| MN / PD - 04 | 04/01/24 | - 04/30/24 | 04/16/24 | 04/17/24 | 04/23/24 | 04/24/24 | 04/24/24 | 04/26/24 |
| GA / SF - 05 | 05/01/24 | - 05/31/24 | 05/13/24 | 05/15/24 | 05/21/24 | 05/22/24 | 05/22/24 | 05/24/24 |
| MN / PD - 05 | 05/01/24 | - 05/31/24 | 05/14/24 | 05/15/24 | 05/21/24 | 05/22/24 | 05/22/24 | 05/24/24 |
| GA / SF - 06 | 06/01/24 | - 06/30/24 | 06/12/24 | 06/14/24 | 06/21/24 | 06/24/24 | 06/24/24 | 06/26/24 |
| MN / PD - 06 | 06/01/24 | - 06/30/24 | 06/13/24 | 06/14/24 | 06/21/24 | 06/24/24 | 06/24/24 | 06/26/24 |
| GA / SF - 07 | 07/01/24 | - 07/31/24 | 07/15/24 | 07/17/24 | 07/23/24 | 07/24/24 | 07/24/24 | 07/26/24 |
| MN / PD - 07 | 07/01/24 | - 07/31/24 | 07/16/24 | 07/17/24 | 07/23/24 | 07/24/24 | 07/24/24 | 07/26/24 |
| GA / SF - 08 | 08/01/24 | - 08/31/24 | 08/13/24 | 08/15/24 | 08/21/24 | 08/22/24 | 08/22/24 | 08/26/24 |
| MN / PD - 08 | 08/01/24 | - 08/31/24 | 08/14/24 | 08/15/24 | 08/21/24 | 08/22/24 | 08/22/24 | 08/26/24 |
| GA / SF - 09 | 09/01/24 | - 09/30/24 | 09/13/24 | 09/17/24 | 09/23/24 | 09/24/24 | 09/24/24 | 09/26/24 |
| MN / PD - 09 | 09/01/24 | - 09/30/24 | 09/16/24 | 09/17/24 | 09/23/24 | 09/24/24 | 09/24/24 | 09/26/24 |
| GA / SF - 10 | 10/01/24 | - 10/31/24 | 10/14/24 | 10/16/24 | 10/22/24 | 10/23/24 | 10/23/24 | 10/25/24 |
| MN / PD - 10 | 10/01/24 | - 10/31/24 | 10/15/24 | 10/16/24 | 10/22/24 | 10/23/24 | 10/23/24 | 10/25/24 |
| GA / SF - 11 | 11/01/24 | - 11/30/24 | 11/13/24 | 11/15/24 | 11/21/24 | 11/22/24 | 11/22/24 | 11/26/24 |
| MN / PD - 11 | 11/01/24 | - 11/30/24 | 11/14/24 | 11/15/24 | 11/21/24 | 11/22/24 | 11/22/24 | 11/26/24 |
| GA / SF - 12 | 12/01/24 | - 12/31/24 | 12/10/24 | 12/12/24 | 12/18/24 | 12/19/24 | 12/19/24 | 12/23/24 |
| MN / PD - 12 | 12/01/24 | - 12/31/24 | 12/11/24 | 12/12/24 | 12/18/24 | 12/19/24 | 12/19/24 | 12/23/24 |
| GA / SF - 01 | 01/01/25 | - 01/31/25 | 01/15/25 | 01/17/25 | 01/21/25 | 01/24/25 | 01/24/25 | 01/26/25 |
| MN / PD - 01 | 01/01/25 | - 01/31/25 | 01/16/25 | 01/17/25 | 01/21/25 | 01/24/25 | 01/24/25 | 01/26/25 |
| GA / SF - 02 | 02/01/25 | - 02/28/25 | 02/10/25 | 02/14/25 | 02/20/25 | 02/21/25 | 02/21/25 | 02/23/25 |
| MN / PD - 02 | 02/01/25 | - 02/28/25 | 02/13/25 | 02/14/25 | 02/20/25 | 02/21/25 | 02/21/25 | 02/23/25 |
| GA / SF - 03 | 03/01/25 | - 03/31/25 | 03/15/25 | 03/17/25 | 03/23/25 | 03/24/25 | 03/24/25 | 03/26/25 |
| MN / PD - 03 | 03/01/25 | - 03/31/25 | 03/16/25 | 03/17/25 | 03/23/25 | 03/24/25 | 03/24/25 | 03/26/25 |