

## E-Mail ALSPO C/24

### Subj: PAYROLL PROCESSING SCHEDULE FOR CALENDAR YEAR 2025

Ref: (a) E-Mail ALSPO D/18; Elimination of Payroll Processing Schedule Blackout Dates  
(b) E-Mail ALSPO C/23 Change 1; Payroll Processing Schedule for Calendar Year 2024

---

**Introduction** This E-Mail ALSPO message transmits the schedule for payroll transaction processing for calendar year (CY) 2025.

---




**Processing schedule** Enclosure (1) provides the CY2025 Payroll Processing Schedule.  
Enclosure (2) provides Payroll Terminology definition

---

**Directives affected** Reference (a) remains in effect.  
Reference (b) is cancelled effective 1/1/2025.

---

**Questions** Direct questions regarding the content of this E-Mail ALSPO message to PPC Customer Care at:

 (866) 772-8724 / (785) 339-2200  
 [PPC - Contact Us \(sharepoint-mil.us\)](https://sharepoint-mil.us)  
(Online Trouble Ticket/Inquiry Form)  
 [PPC-DG-CustomerCare@uscg.mil](mailto:PPC-DG-CustomerCare@uscg.mil) (E-Mail)

---

**Released by** Internet release authorized.

JOHN HENRY  
Captain, U.S. Coast Guard,  
Commanding Officer, PPC

---

Encl:

- (1) CY2025 Payroll Processing Schedule
- (2) Payroll Terminology definitions

**CY2025 Payroll Processing Schedule**

Pay Calendars	Period Begin Date	Period End Date	SPO Data Entry/Approval Cut-Off (2000 CST)	Finalize Date	Payroll Sent to Treasury (estimate)	Pay Date	USCG General Ledger Cutoff Date
Mid-Month C125010	1/01/2025	1/15/2025	1/09/2025	1/10/2025	1/13/2025	1/15/2025	
End-Month C125011	1/16/2025	1/31/2025	1/22/2025	1/23/2025	1/28/2025	1/31/2025	1/31/2025
Mid-Month C125020	2/01/2025	2/15/2025	2/10/2025	2/11/2025	2/12/2025	2/14/2025	
End-Month C125021	2/16/2025	2/28/2025	2/19/2025	2/20/2025	2/25/2025	2/28/2025	2/28/2025
Mid-Month C125030	3/01/2025	3/15/2025	3/10/2025	3/11/2025	3/12/2025	3/14/2025	
End-Month C125031	3/16/2025	3/31/2025	3/20/2025	3/21/2025	3/27/2025	4/01/2025	3/31/2025
Mid-Month C125040	4/01/2025	4/15/2025	4/09/2025	4/10/2025	4/11/2025	4/15/2025	
End-Month C125041	4/16/2025	4/30/2025	4/22/2025	4/23/2025	4/28/2025	5/1/2025	4/30/2025
Mid-Month C125050	5/01/2025	5/15/2025	5/08/2025	5/09/2025	5/13/2025	5/15/2025	
End-Month C125051	5/16/2025	5/31/2025	5/20/2025	5/21/2025	5/27/2025	5/30/2025	5/30/2025
Mid-Month C125060	6/01/2025	6/15/2025	6/09/2025	6/10/2025	6/11/2025	6/13/2025	
End-Month C125061	6/16/2025	6/30/2025	6/19/2025	6/20/2025	6/26/2025	7/01/2025	6/30/2025
Mid-Month C125070	7/01/2025	7/15/2025	7/09/2025	7/10/2025	7/11/2025	7/15/2025	
End-Month C125071	7/16/2025	7/31/2025	7/23/2025	7/24/2025	7/29/2025	8/01/2025	7/31/2025
Mid-Month C125080	8/01/2025	8/15/2025	8/11/2025	8/12/2025	8/13/2025	8/15/2025	
End-Month C125081	8/16/2025	8/31/2025	8/20/2025	8/21/2025	8/26/2025	8/29/2025	8/29/2025
Mid-Month C125090	9/01/2025	9/15/2025	9/09/2025	9/10/2025	9/11/2025	9/15/2025	
End-Month C125091	9/16/2025	9/30/2025	9/22/2025	9/23/2025	9/26/2025	10/01/2025	9/30/2025
Mid-Month C125100	10/01/2025	10/15/2025	10/08/2025	10/09/2025	10/10/2025	10/15/2025	
End-Month C125101	10/16/2025	10/31/2025	10/22/2025	10/23/2025	10/28/2025	10/31/2025	10/31/2025
Mid-Month C125110	11/01/2025	11/15/2025	11/06/2025	11/07/2025	11/12/2025	11/14/2025	
End-Month C125111	11/16/2025	11/30/2025	11/19/2025	11/20/2025	11/25/2025	12/01/2025	11/28/2025
Mid-Month C125120	12/01/2025	12/15/2025	12/09/2025	12/10/2025	12/11/2025	12/15/2025	
End-Month C125121	12/16/2025	12/31/2025	12/18/2025	12/19/2025	12/23/2025	12/31/2025	12/31/2025

**Notes:**

**No data entry/approvals are permitted from 2000 hours CST (Central Standard time) on the SPO Data Entry/Approval Cut-Off date until the day after the payroll Finalize Date.**

### Payroll Terminology definitions

Term	Definition
Pay Calendars	Each month is divided into two pay periods. The first period, called “mid-month” covers the 1st through 15th day of the month. The second period, called “end-month,” covers the 16th through the last day of the month. In Direct Access, each pay period has a corresponding “Payroll Calendar.”
Period Begin	The begin date for the pay period.
Period End	The end date for the pay period.
SPO Data/Entry Approval Cutoff	Last day for SPO Payment Approving Officials (PAOs) to approve transactions for the next payday. Cutoff time is 2000 hours (Central Standard Time).  <b>No data entry/approvals are permitted from this date/time until the day after the Payroll Finalization Date.</b>
Payroll Finalization Processing Date	Date PPC (MAS) completes processing for the pay period, readies files for transmission to Treasury and, if an end-month pay period, transmission to the Coast Guard General Ledger. Following completion of these processes, PPC (MAS) opens the payroll calendar for the next pay period and SPOs will resume data entry and approvals.  <b>No data entry/approvals are permitted from 2000 hours (Central Standard Time) on the SPO Data Approval Cutoff Date until the day after the Payroll Finalization Date.</b>
Payroll Sent to Treasury	The <i>estimated</i> date PPC will transfer files to Treasury for processing. In accordance with <a href="#">NACHA Operating Rules</a> , payments must be made available for withdrawal no later than the opening of business on the settlement date (provided the entries are made available to the Receiving Depository Financial Institution (RDFI) by its ACH operator no later than 5:00 p.m. on the business day prior to the settlement date). Some RDFIs make deposits available upon receipt from Treasury while others hold the funds until the settlement date.
Pay Date	The official military payday. This is the “ <i>settlement date</i> ” for the Automated Clearing House (ACH), an electronic funds-transfer system run the by the National Automated Clearing House Association (NACHA). This payment system deals with payroll, direct deposit, tax refunds, consumer bills, tax payments and many more payment services.  The official military paydays are the 1st (end-month) and the 15th (mid- month) of each month, or the business day preceding the 1st or the 15th if either should fall on a federal holiday, Saturday or Sunday.  Some financial institutions make funds available prior to the official military payday. However, payments are not to be reported as non-received until the official military payday. Members should not set up automated payments or assume funds will be available prior to published paydays.