

**AP Pay Cycle Schedule
December 2024**

Current Date	Run Special SQRs (Hold funds as requested)	Pay Through Date	Payment Date	Next Pay Through Date/ Next Pay Date
Monday, Dec 2	RUN AP PAY CYCLE	Dec 31	Dec 2	Dec 31
Tuesday, Dec 3	NO PAY CYCLE	-	-	-
Wednesday, Dec 4	RUN AP PAY CYCLE	Dec 31	Dec 4	Dec 31
Thursday, Dec 5	NO PAY CYCLE	-	-	-
Friday, Dec 6	NO PAY CYCLE	-	-	-
Monday, Dec 9	RUN AP PAY CYCLE (Pay WEX Vouchers)	Dec 31	Dec 9	Dec 31
Tuesday, Dec 10	NO PAY CYCLE	-	-	-
Wednesday, Dec 11	RUN AP PAY CYCLE	Dec 31	Dec 11	Dec 31
Thursday, Dec 12	NO PAY CYCLE	-	-	-
Friday, Dec 13	NO PAY CYCLE	-	-	-
Monday, Dec 16	RUN AP PAY CYCLE	Dec 31	Dec 16	Dec 31
Tuesday, Dec 17	NO PAY CYCLE	-	-	-
Wednesday, Dec 18	RUN AP PAY CYCLE	Jan 31, 2025	Dec 18	Jan 31, 2025
	RUN ALLOW PAY CYCLE	Dec 31, 2024	Dec 18	Dec 31, 2024

Current Date	Run Special SQRs (Hold funds as requested)	Pay Through Date	Payment Date	Next Pay Through Date/ Next Pay Date
Thursday, Dec 19	NO PAY CYCLE	-	-	-
Friday, Dec 20	RUN AP PAY CYCLE MTHEND	Jan 31, 2025	Dec 20	Jan 31, 2025
Sunday, Dec 22	RUN AP PAY CYCLE MTHEND (Pay PCARD vouchers)	Jan 31, 2025	Dec 22	Jan 31, 2025
	RUN EPAY PAY CYCLE	Jan 31, 2025	Dec 22	Jan 31, 2025
Monday, Dec 23	NO PAY CYCLE	-	-	-
Tuesday, Dec 24	NO PAY CYCLE Winter Break	-	-	-
Wednesday, Dec 25	NO PAY CYCLE Winter Break	-	-	-
Thursday, Dec 26	NO PAY CYCLE Winter Break	-	-	-
Friday, Dec 27	NO PAY CYCLE Winter Break	-	-	-
Monday, Dec 30	NO PAY CYCLE Winter Break	-	-	-
Tuesday, Dec 31	NO PAY CYCLE Winter Break	-	-	-

Note:

- Hold all pay cycle files until the funds have been requisitioned and approved.