



## PAYROLL SCHEDULE 2025

No.	Working Period		Timecards must be received by Thursday	Pay Day (Friday)
	From	To		
1	12/02/2024	- 12/15/2024	12/19/2024	01/03/2025
2	12/16/2024	- 12/29/2024	01/02/2025	01/17/2025
3	12/30/2024	- 01/12/2025	01/16/2025	01/31/2025
4	01/13/2025	- 01/26/2025	01/30/2025	02/14/2025
5	01/27/2025	- 02/09/2025	02/13/2025	02/28/2025
6	02/10/2025	- 02/23/2025	02/27/2025	03/14/2025
7	02/24/2025	- 03/09/2025	03/13/2025	03/28/2025
8	03/10/2025	- 03/23/2025	03/27/2025	04/11/2025
9	03/24/2025	- 04/06/2025	04/10/2025	04/25/2025
10	04/07/2025	- 04/20/2025	04/24/2025	05/09/2025
11	04/21/2025	- 05/04/2025	05/08/2025	05/23/2025
12	05/05/2025	- 05/18/2025	05/22/2025	06/06/2025
13	05/19/2025	- 06/01/2025	06/05/2025	06/20/2025
14	06/02/2025	- 06/15/2025	06/19/2025	07/03/2025
15	06/16/2025	- 06/29/2025	07/03/2025	07/18/2025
16	06/30/2025	- 07/13/2025	07/17/2025	08/01/2025
17	07/14/2025	- 07/27/2025	07/31/2025	08/15/2025
18	07/28/2025	- 08/10/2025	08/14/2025	08/29/2025
19	08/11/2025	- 08/24/2025	08/28/2025	09/12/2025
20	08/25/2025	- 09/07/2025	09/11/2025	09/26/2025
21	09/08/2025	- 09/21/2025	09/25/2025	10/10/2025
22	09/22/2025	- 10/05/2025	10/09/2025	10/24/2025
23	10/06/2025	- 10/19/2025	10/23/2025	11/07/2025
24	10/20/2025	- 11/02/2025	11/06/2025	11/21/2025
25	11/03/2025	- 11/16/2025	11/20/2025	12/05/2025
26	11/17/2025	- 11/30/2025	12/04/2025	12/19/2025

### Our Office is Closed On:

January 1, 2025	Wednesday	New Year's Day	September 1, 2025	Monday	Labor Day
May 26, 2025	Monday	Memorial Day	November 27, 2025	Thursday	Thanksgiving
June 19, 2025	Thursday	Juneteenth	November 28, 2025	Friday	Thanksgiving
July 4, 2025	Friday	Independence Day	December 25, 2025	Thursday	Christmas Day

- ❖ You are responsible for ensuring that MCS receives your complete timecards in a timely manner. We DO NOT accept faxed/emailed timecards.
- ❖ Timecards received after the above deadlines will not be processed until the next scheduled payday. Payroll will only "back pay" late timecards up to four (4) weeks past the deadline.
- ❖ Direct Deposit is available to all employees. MCS is not responsible for any checks lost in the mail. A \$35.00 fee will be charged to the employee to stop payment on the lost/stolen check.
- ❖ If your check is lost or stolen: Contact us immediately so that we can stop payment and issue a new check. This process takes approximately 3-5 days.
- ❖ If you do not have direct deposit, you may pick up your check at our office. Checks are available for a pickup every other Thursday, between 2:00 pm and 4:30 pm.
- ❖ If you are having someone pick up your check for you, they will need a written authorization signed by you and they will have to present their photo ID.