

**DOA-DOF PAYROLL SERVICES
TIMEKEEPER SCHEDULE (2025)**

PAY PERIOD	ACOA TIMEKEEPERS			AMHS TIMEKEEPERS			BIWEEKLY (BIWK1) TIMEKEEPERS				PAYROLL #	MAIL DISTRIBUTION	PAYDAY
	ACOA PAY PERIOD START DATE	ACOA PAY PERIOD END DATE	ACOA TIMESHEET DUE DATE	AMHS PAY PERIOD START DATE	AMHS PAY PERIOD END DATE	AMHS TIMESHEET DUE DATE	BIWK1 PAY PERIOD START DATE	BIWK1 PAY PERIOD END DATE	BIWK1 TIMESHEET DUE DATE	BIWK1 TIMEKEEPER/ESS DUE DATE			
01	12/5/2024	12/18/2024	12-20 Fri	12/7/2024	12/20/2024	12-23 Mon	12/9/2024	12/22/2024	12-23 Mon	12-24 Tue	1 - JAN	1-2 Thu	1-3 Fri
02	12/19/2024	1/1/2025	1-3 Fri	12/21/2024	1/3/2025	1-6 Mon	12/23/2024	1/5/2025	1-6 Mon	1-7 Tue	2 - JAN	1-15 Wed	1-17 Fri
03	1/2/2025	1/15/2025	1-17 Fri	1/4/2025	1/17/2025	1-21 Tue*	1/6/2025	1/19/2025	1-21 Tue*	1-21 Tue	3 - JAN	1-29 Wed**	1-31 Fri
04	1/16/2025	1/29/2025	1-31 Fri	1/18/2025	1/31/2025	2-3 Mon	1/20/2025	2/2/2025	2-3 Mon	2-4 Tue	1 - FEB	2-12 Wed	2-14 Fri
05	1/30/2025	2/12/2025	2-14 Fri	2/1/2025	2/14/2025	2-18 Tue*	2/3/2025	2/16/2025	2-18 Tue*	2-18 Tue	2 - FEB	2-26 Wed	2-28 Fri
06	2/13/2025	2/26/2025	2-28 Fri	2/15/2025	2/28/2025	3-3 Mon	2/17/2025	3/2/2025	3-3 Mon	3-4 Tue	1 - MAR	3-12 Wed	3-14 Fri
07	2/27/2025	3/12/2025	3-14 Fri	3/1/2025	3/14/2025	3-17 Mon	3/3/2025	3/16/2025	3-17 Mon	3-18 Tue	2 - MAR	3-26 Wed	3-28 Fri
08	3/13/2025	3/26/2025	3-28 Fri	3/15/2025	3/28/2025	4-1 Tue*	3/17/2025	3/30/2025	4-1 Tue*	4-1 Tue	1 - APR	4-9 Wed	4-11 Fri
09	3/27/2025	4/9/2025	4-11 Fri	3/29/2025	4/11/2025	4-14 Mon	3/31/2025	4/13/2025	4-14 Mon	4-15 Tue	2 - APR	4-23 Wed	4-25 Fri
10	4/10/2025	4/23/2025	4-25 Fri	4/12/2025	4/25/2025	4-28 Mon	4/14/2025	4/27/2025	4-28 Mon	4-29 Tue	1 - MAY	5-7 Wed	5-9 Fri
11	4/24/2025	5/7/2025	5-9 Fri	4/26/2025	5/9/2025	5-12 Mon	4/28/2025	5/11/2025	5-12 Mon	5-13 Tue	2 - MAY	5-21 Wed	5-23 Fri
12	5/8/2025	5/21/2025	5-23 Fri	5/10/2025	5/23/2025	5-27 Tue*	5/12/2025	5/25/2025	5-27 Tue*	5-27 Tue	1 - JUN	6-4 Wed	6-6 Fri
13	5/22/2025	6/4/2025	6-6 Fri	5/24/2025	6/6/2025	6-9 Mon	5/26/2025	6/8/2025	6-9 Mon	6-10 Tue	2 - JUN	6-18 Wed	6-20 Fri
14	6/5/2025	6/18/2025	6-20 Fri	6/7/2025	6/20/2025	6-23 Mon	6/9/2025	6/22/2025	6-23 Mon	6-24 Tue	1 - JUL	7-2 Wed	7-3 Thu*
15	6/19/2025	7/2/2025	7-7 Mon*	6/21/2025	7/4/2025	7-7 Mon	6/23/2025	7/6/2025	7-7 Mon	7-8 Tue	2 - JUL	7-16 Wed	7-18 Fri
16	7/3/2025	7/16/2025	7-18 Fri	7/5/2025	7/18/2025	7-21 Mon	7/7/2025	7/20/2025	7-21 Mon	7-22 Tue	3 - JUL	7-30 Wed**	8-1 Fri
17	7/17/2025	7/30/2025	8-1 Fri	7/19/2025	8/1/2025	8-4 Mon	7/21/2025	8/3/2025	8-4 Mon	8-5 Tue	1 - AUG	8-13 Wed	8-15 Fri
18	7/31/2025	8/13/2025	8-15 Fri	8/2/2025	8/15/2025	8-18 Mon	8/4/2025	8/17/2025	8-18 Mon	8-19 Tue	2 - AUG	8-27 Wed	8-29 Fri
19	8/14/2025	8/27/2025	8-29 Fri	8/16/2025	8/29/2025	9-2 Tue*	8/18/2025	8/31/2025	9-2 Tue*	9-2 Tue	1 - SEP	9-10 Wed	9-12 Fri
20	8/28/2025	9/10/2025	9-12 Fri	8/30/2025	9/12/2025	9-15 Mon	9/1/2025	9/14/2025	9-15 Mon	9-16 Tue	2 - SEP	9-24 Wed	9-26 Fri
21	9/11/2025	9/24/2025	9-26 Fri	9/13/2025	9/26/2025	9-29 Mon	9/15/2025	9/28/2025	9-29 Mon	9-30 Tue	1 - OCT	10-8 Wed	10-10 Fri
22	9/25/2025	10/8/2025	10-10 Fri	9/27/2025	10/10/2025	10-13 Mon	9/29/2025	10/12/2025	10-13 Mon	10-14 Tue	2 - OCT	10-23 Thu	10-24 Fri
23	10/9/2025	10/22/2025	10-24 Fri	10/11/2025	10/24/2025	10-27 Mon	10/13/2025	10/26/2025	10-27 Mon	10-28 Tue	1 - NOV	11-5 Wed	11-7 Fri
24	10/23/2025	11/5/2025	11-7 Fri	10/25/2025	11/7/2025	11-10 Mon	10/27/2025	11/9/2025	11-10 Mon	11-12 Wed*	2 - NOV	11-19 Wed	11-21 Fri
25	11/6/2025	11/19/2025	11-21 Fri	11/8/2025	11/21/2025	11-24 Mon	11/10/2025	11/23/2025	11-24 Mon	11-25 Tue	1 - DEC	12-3 Wed	12-5 Fri
26	11/20/2025	12/3/2025	12-5 Fri	11/22/2025	12/5/2025	12-8 Mon	11/24/2025	12/7/2025	12-8 Mon	12-9 Tue	2 - DEC	12-17 Wed	12-19 Fri
27	12/4/2025	12/17/2025	12-19 Fri	12/6/2025	12/19/2025	12-22 Mon	12/8/2025	12/21/2025	12-22 Mon	12-23 Tue	3 - DEC	12-31 Wed***	1-2 Fri

GENERAL INFORMATION:

Timesheets are due as soon as possible on the dates listed above.

BIWK1 = All employees except AMHS and ACOA

* = Regular date occurs on an observed holiday and has been moved to a different day.

** = 3rd Distribution of the Month - deferred Comp, healthcare benefits, State housing rent, and SHARE donations will be NOT deducted.

*** = 3rd Distribution of the Month & 27th Distribution of the Year - Same as other 3rd monthly distributions + **No Leave Accrual for AA, GG/GP/GY/GZ, SS, TA.**

LEAVE CASH-INS:

- Leave Cash-ins must be received the same day timesheets are due.

- Every effort will be made to pay with current payroll processing, however, a leave cash-in may not be paid until the deadline provided by the collective bargaining agreements.

- **Leave cash-ins must be submitted separately from timesheets. See form and instructions:** doa.alaska.gov/dof/payroll/leavecashin.html

PERSONNEL ACTIONS:

- Personnel actions are due within 3 days of the effective date of the action.