

SAM II PAYROLL REPORTING CALENDAR IN PHOENIX

The deadlines set below are important. If not met, Phoenix cannot intake the next payroll file. While employees will still be paid, member records will be inaccurate. Pay information affects the calculations required for producing accurate benefit estimates and pension benefits for members which may directly impact their retirement.

Pay Cycle Dates	OA Preliminary Payroll File Processed by Phoenix	SAM II Down	Payroll Reports Available in Phoenix (HR/Payroll Reps)	Final Day to Submit Payroll Reports in Phoenix (HR/Payroll Reps)*	Consolidated Deduction Discrepancies Report Available in Phoenix (OA Central Payroll)**	Final Day to Work Consolidated Deduction Discrepancies Report in Phoenix (OA Central Payroll)
04/01/2025 to 04/15/2025	04/22/25	04/23/25	04/24/25	04/30/25	05/01/25	05/06/25
04/16/2025 to 04/30/2025	05/06/25	05/07/25	05/08/25	05/15/25	05/16/25	05/21/25
05/01/2025 to 05/15/2025	05/21/25	05/22/25	05/23/25	06/02/25	06/03/25	06/07/25
05/16/2025 to 05/31/2025	06/07/25	06/09/25	06/10/25	06/16/25	06/17/25	06/21/25
06/01/2025 to 06/15/2025	06/21/25	06/23/25	06/24/25	07/01/25	07/02/25	07/07/25
06/16/2025 to 06/30/2025	07/07/25	07/08/25	07/09/25	07/17/25	07/18/25	07/23/25

*The dates in this column can be modified depending on the circumstances.

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