

SAM II Payroll Reporting Calendar in Phoenix

Pay Cycle Dates	Preliminary Payroll File Process	SAM II Down	HR/Payroll Representatives First Day to Work Payroll Reports	HR/Payroll Representatives Final Day to Submit Payroll Reports	MOSERS Prepares Deduction Discrepancies Report	OA Central Payroll First Day to Work Deduction Discrepancies Report	OA Central Payroll Final Day to Work Deduction Discrepancies Report
12/16/2024 to 12/31/2024	01/07/25	01/08/25	01/09/25	01/19/25	01/20/25	01/20/25	01/23/25
01/01/2025 to 01/15/2025	01/23/25	01/24/25	01/25/25	01/30/25	01/31/25	01/31/25	02/05/25
01/16/2025 to 01/31/2025	02/05/25	02/06/25	02/07/25	02/16/25	02/17/25	02/17/25	02/20/25
02/01/2025 to 02/15/2025	02/20/25	02/21/25	02/22/25	03/02/25	03/03/25	03/03/25	03/06/25
02/16/2025 to 02/28/2025	03/06/25	03/07/25	03/08/25	03/18/25	03/19/25	03/19/25	03/22/25
03/01/2025 to 03/15/2025	03/22/25	03/24/25	03/25/25	04/01/25	04/02/25	04/02/25	04/07/25
03/16/2025 to 03/31/2025	04/07/25	04/08/25	04/09/25	04/16/25	04/17/25	04/17/25	04/22/25
04/01/2025 to 04/15/2025	04/22/25	04/23/25	04/24/25	04/30/25	05/01/25	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	05/16/25	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	06/03/25	06/07/25
05/16/2025 to 05/31/2025	06/07/25	06/09/25	06/10/25	06/13/25	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	06/27/25	06/30/25	07/01/25	07/07/25
06/16/2025 to 06/30/2025	07/07/25	07/08/25	07/09/25	07/15/25	07/16/25	07/17/25	07/23/25
07/01/2025 to 07/15/2025	07/23/25	07/24/25	07/25/25	07/31/25	08/01/25	08/04/25	08/07/25
07/16/2025 to 07/31/2025	08/07/25	08/08/25	08/09/25	08/14/25	08/15/25	08/18/25	08/21/25
08/01/2025 to 08/15/2025	08/21/25	08/22/25	08/23/25	08/28/25	08/29/25	09/02/25	09/06/25
08/16/2025 to 08/31/2025	09/06/25	09/08/25	09/09/25	09/15/25	09/16/25	09/17/25	09/22/25
09/01/2025 to 09/15/2025	09/22/25	09/23/25	09/24/25	09/29/25	09/30/25	10/01/25	10/06/25
09/16/2025 to 09/30/2025	10/06/25	10/07/25	10/08/25	10/16/25	10/17/25	10/20/25	10/23/25
10/01/2025 to 10/15/2025	10/23/25	10/24/25	10/25/25	10/30/25	10/31/25	11/03/25	11/05/25
10/16/2025 to 10/31/2025	11/05/25	11/06/25	11/07/25	11/13/25	11/14/25	11/17/25	11/19/25
11/01/2025 to 11/15/2025	11/19/25	11/20/25	11/21/25	12/01/25	12/02/25	12/03/25	12/06/25
11/16/2025 to 11/30/2025	12/06/25	12/08/25	12/09/25	12/15/25	12/16/25	12/17/25	12/22/25
12/01/2025 to 12/15/2025	12/22/25	12/23/25	12/24/25	TBD	TBD	TBD	TBD

HR/Payroll Representatives:

- If your payroll report has no errors or warnings, it will submit automatically.
- If your payroll report has errors or warnings, you will receive a system-generated email when your payroll report is ready to work.
- Due to the SAM II processing schedule, all open payroll reports, including open supplemental payroll reports, must be submitted by the "Final Day to Submit Payroll Reports" deadline specified above.