

### QUARTER 1

January							February							March							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
				1	2	3	4							1							1
5	6	7	8	9	10	11	2	3	4	5	6	7	8	2	3	4	5	6	7	8	
12	13	14	15	16	17	18	9	10	11	12	13	14	15	9	10	11	12	13	14	15	
19	20	21	22	23	24	25	16	17	18	19	20	21	22	16	17	18	19	20	21	22	
26	27	28	29	30	31	23	24	25	26	27	28	23	24	25	26	27	28	29			
													30	31							

### QUARTER 2

April							May							June							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
			1	2	3	4	5					1	2	3	1	2	3	4	5	6	7
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14	
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21	
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28	
27	28	29	30	25	26	27	28	29	30	31	29	30									

### QUARTER 3

July							August							September							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
				1	2	3	4	5						1	2	1	2	3	4	5	6
6	7	8	9	10	11	12	3	4	5	6	7	8	9	7	8	9	10	11	12	13	
13	14	15	16	17	18	19	10	11	12	13	14	15	16	14	15	16	17	18	19	20	
20	21	22	23	24	25	26	17	18	19	20	21	22	23	21	22	23	24	25	26	27	
27	28	29	30	31	24	25	26	27	28	29	30	28	29	30							

### QUARTER 4

October							November							December								
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S		
				1	2	3	4							1	1	2	3	4	5	6		
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13		
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20		
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27		
26	27	28	29	30	31	23	24	25	26	27	28	29	28	29	30	31						
							30															

### 2025 Important Payroll Dates

**Q1**

**January 1st**  
Closed - New Years Day

**January 20th**  
Open - Martin Luther King Jr. Day, Bank Holiday

**February 17th**  
Open - Presidents' Day, Bank Holiday

**March 31st**  
Quarter 1 ends

**Q2**

**April 18th**  
Closed - Good Friday, Banks Open

**May 26th**  
Closed - Memorial Day

**June 19th**  
Open - Juneteenth, Bank Holiday

**June 30th**  
Quarter 2 Ends

**Q3**

**July 4th**  
Closed - Independence Day

**September 1st**  
Closed - Labor Day

**September 30th**  
Quarter 3 Ends

**Q4**

**October 13th**  
Open - Indigenous Peoples' Day, Bank Holiday

**November 11th**  
Open - Veterans Day, Bank Holiday

**November 27th**  
Closed - Thanksgiving Day

**November 28th**  
Closed - Thanksgiving, Banks Open

**December 24th**  
Early Closure: 2 PM - Christmas Eve, Banks Open

**December 25th**  
Closed - Christmas Day

**December 31st**  
Quarter 4 Ends

#### Contact Us

**Rochester Office**  
1260 Creek Street,  
Webster, NY 14580

Tel: 585.347.1333  
Fax: 585.347.1334  
Toll Free: 1.855.347.1333

**Buffalo Office**  
500 Seneca Street, #301,  
Buffalo, NY, 14204

Tel: 716.688.8161  
Fax: 716.688.8162  
Toll Free: 1.855.490.1300

#### Calendar Key

- Bank Holiday & Bene-Care Payroll Closed
- Bene-Care Payroll Open, Federal Banking Holiday
- Payroll Reminder
- Bene-Care Closed, Banks Open

**Please Note:** All Payrolls must be submitted by 3:30 pm on your scheduled processing day in order to ensure timely processing and delivery of your payroll.