

North Carolina A&T State University 2025 Banner Payroll Calendar Law Enforcement - Law Time

Leave Year	Leave Period	Payroll Month	Calendar Days Covered		Employees Leave Submit Deadline	Supervisors Leave Approve Deadline	View Bal on WEB	Vac and Sick Accrual Thru	Payroll Comp Accr & Leave Taken Thru	Pay Date
			From	To						
2024	L4 13	MN 01	Monday, November 18, 2024	Sunday, December 15, 2024	Monday, December 16, 2024	Tuesday, December 17, 2024	January 25	January	January 12, 2025	January 31, 2025
2025	L4 01	MN 01	Monday, December 16, 2024	Sunday, January 12, 2025	Monday, January 13, 2025	Tuesday, January 14, 2025	February 25	January	January 12, 2025	January 31, 2025
2025	L4 02	MN 02	Monday, January 13, 2025	Sunday, February 9, 2025	Monday, February 10, 2025	Tuesday, February 11, 2025	February 25	February	February 9, 2025	February 28, 2025
2025	L4 03	MN 03	Monday, February 10, 2025	Sunday, March 9, 2025	Monday, March 10, 2025	Tuesday, March 11, 2025	March 25	March	March 9, 2025	March 31, 2025
2025	L4 04	MN 04	Monday, March 10, 2025	Sunday, April 6, 2025	Monday, April 7, 2025	Tuesday, April 8, 2025	April 25	April	April 6, 2025	April 30, 2025
2025	L4 05	MN 05	Monday, April 7, 2025	Sunday, May 4, 2025	Monday, May 5, 2025	Tuesday, May 6, 2025	May 25	May	May 4, 2025	May 30, 2025
2025	L4 06	MN 06	Monday, May 5, 2025	Sunday, June 1, 2025	Monday, June 2, 2025	Tuesday, June 3, 2025	June 25	June	June 1, 2025	June 30, 2025
2025	L4 07	MN 07	Monday, June 2, 2025	Sunday, June 29, 2025	Monday, June 30, 2025	Tuesday, July 1, 2025	July 25	July	June 29, 2025	July 31, 2025
2025	L4 08	MN 08	Monday, June 30, 2025	Sunday, July 27, 2025	Monday, July 28, 2025	Tuesday, July 29, 2025	August 25	August	July 27, 2025	August 29, 2025
2025	L4 09	MN 09	Monday, July 28, 2025	Sunday, August 24, 2025	Monday, August 25, 2025	Tuesday, August 26, 2025	September 25	September	August 24, 2025	September 30, 2025
2025	L4 10	MN 10	Monday, August 25, 2025	Sunday, September 21, 2025	Monday, September 22, 2025	Tuesday, September 23, 2025	October 25	October	September 21, 2025	October 31, 2025
2025	L4 11	MN 11	Monday, September 22, 2025	Sunday, October 19, 2025	Monday, October 20, 2025	Tuesday, October 21, 2025	November 25	November	October 19, 2025	November 26, 2025
2025	L4 12	MN 12	Monday, October 20, 2025	Sunday, November 16, 2025	Monday, November 17, 2025	Tuesday, November 18, 2025	December 25	December	November 16, 2025	December 22, 2025
2025	L4 13	MN 01	Monday, November 17, 2025	Sunday, December 14, 2025	Monday, December 15, 2025	Tuesday, December 16, 2025	January 25	January	January 11, 2026	January 30, 2026
2026	L4 01	MN 01	Monday, December 15, 2025	Sunday, January 11, 2026	Monday, January 12, 2026	Tuesday, January 13, 2026	February 25	January	January 11, 2026	January 30, 2026

Important: Employees must enter time **no later** than the Employees Submit Deadline by 11:59 p.m.
Supervisors must approve time **no later** than the Supervisors Approve Deadline by 11:59 p.m.

Leave Period	Corresponds to timekeeping month
Payroll Month	Monthly payroll when leave will process
From/To	Actual calendar dates in leave reporting period
Submit Deadline	Date that system cuts off for employee time entry for reporting period
Approve Deadline	Date that system cuts off for approvers for reporting period
View Bal on WEB	Date that new leave balances will be available on the WEB
Accrual Thru	The month's vacation and sick leave accrual that is included in new balance
Leave Taken Thru	The date thru which leave taken or comp time accrued is included in the new balance