

# 2025 CALENDAR

Your Employee Leasing & Payroll Specialist

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*Unified Services I, Inc.*

12701 West Elm Street  
Surprise, Arizona 85378

Email: [unifiedservices@azatwork.com](mailto:unifiedservices@azatwork.com)

Website: [www.lennyletcher.com](http://www.lennyletcher.com)





# JANUARY 2025

Unified Services I, Inc  
 Email:  
 unifiedservices@azatwork.com

P.O. Box 1400  
 Surprise, AZ 85378-1400

PHONE:  
 623-583-0113  
 FAX:  
 623-583-4451

Note:  
 Payroll period ends  
 Sunday  
 Payday is Friday

ACH collection is always  
 Thursday, except for those  
 days the bank is closed,  
 which moves ACH process  
 ahead one day.



SUN	MON	TUE	WED	THU	FRI	SAT
WEEK 1	Weekly Payroll Due 11a.m.	<b>NEW YEAR'S EVE</b> <b>Office Closes @ 1:00PM</b>	<sup>1</sup> <b>NEW YEAR'S DAY</b> <b>OFFICE CLOSED</b>	<sup>2</sup> ACH DUE	<sup>3</sup>	<sup>4</sup>
WEEK 2	End of Bi-Weekly Pay Period	5	6	7	8	9
	Bi-Weekly Payroll Due 11a.m.				ACH DUE	Bi-Weekly Payroll
WEEK 3	12	13	14	15	16	17
	Weekly Payroll Due 11a.m.				ACH DUE	
WEEK 4	19	20	21	22	23	24
	End of Bi-Weekly Pay Period	<b>Martin Luther King Jr. Day</b> Bi-Weekly Payroll Due 11a.m.			ACH DUE	Bi-Weekly Payroll
WEEK 5	26	27	28	29	30	31
	Weekly Payroll Due 11a.m.				ACH DUE	

**HOURS ARE DUE BY 11 AM MONDAY - LATE FEE OF \$35 IF RECIEVED AFTER 11 AM**



# FEBRUARY 2025



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WEEK 5	Weekly Payroll Due 11a.m.			ACH DUE		1
2 End of Bi-Weekly Pay Period WEEK 6	3 Bi-Weekly Payroll Due 11a.m.	4	5	6 ACH DUE	7 Bi-Weekly Payroll	8
9 WEEK 7	10 Weekly Payroll Due 11a.m.	11	12	13 ACH DUE	14 Valentine's Day 	15
16 End of Bi-Weekly Pay Period WEEK 8	17 Presidents' Day Bi-Weekly Payroll Due 11a.m.	18	19	20 ACH DUE	21 Bi-Weekly Payroll	22
23 WEEK 9	24 Weekly Payroll Due 11a.m.	25	26	27 ACH DUE	28	

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# MARCH 2025

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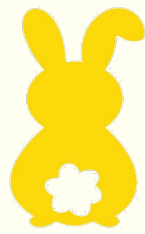
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WEEK 9	Weekly Payroll Due 11a.m.			ACH DUE		1
2 End of Bi-Weekly Pay Period WEEK 10	3 Bi-Weekly Payroll Due 11a.m.	4	5	6 ACH DUE	7 Bi-Weekly Payroll	8
9 WEEK 11	10 Weekly Payroll Due 11a.m.	11	12	13 ACH DUE	14	15
16 End of Bi-Weekly Pay Period WEEK 12	17 St. Patrick's Day Bi-Weekly Payroll Due 11a.m. 	18	19	20 ACH DUE	21 Bi-Weekly Payroll	22
23 WEEK 13	24 Weekly Payroll Due 11a.m.	25	26	27 ACH DUE	28	29
30 End of Bi-Weekly Pay Period WEEK 14	31 Bi-Weekly Payroll Due 11a.m.			ACH DUE	Bi-Weekly Payroll	

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# APRIL 2025



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End of Bi-Weekly Pay Period WEEK 14	Bi-Weekly Payroll Due 11a.m.	1	2	3 ACH DUE	4 Bi-Weekly Payroll	5
6 WEEK 15	7 Weekly Payroll Due 11a.m.	8	9	10 ACH DUE	11	12
13 End of Bi-Weekly Pay Period WEEK 16	14 Bi-Weekly Payroll Due 11a.m.	15 Tax Day	16	17 ACH DUE	18 Bi-Weekly Payroll	19
20 Easter WEEK 17	21 Weekly Payroll Due 11a.m.	22	23	24 ACH DUE	25	26
27 End of Bi-Weekly Pay Period WEEK 18	28 Bi-Weekly Payroll Due 11a.m.	29	30	ACH DUE	Bi-Weekly Payroll	

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# MAY 2025



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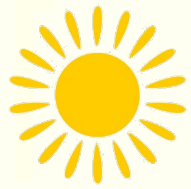
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End of Bi -Weekly Pay Period  WEEK 18	Bi-Weekly Payroll Due 11a.m.			1  ACH DUE	2  Bi-Weekly Payroll	3
4  WEEK 19	5  Weekly Payroll Due 11a.m.	6	7	8  ACH DUE	9	10
11 Mother's Day End of Bi -Weekly Pay Period  WEEK 20 	12  Bi-Weekly Payroll Due 11a.m.	13	14	15  ACH DUE	16  Bi-Weekly Payroll	17
18  WEEK 21	19  Weekly Payroll Due 11a.m.	20	21	22  ACH DUE	23	24
25  End of Bi -Weekly Pay Period  WEEK 22	26 <b>Office Closed</b> <b>Memorial Day</b> .Bi-Weekly Payroll Due 11a.m. 	27	28	29  ACH DUE	30  Bi-Weekly Payroll	31

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# JUNE 2025



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1 WEEK 23	2 Weekly Payroll Due 11a.m.	3	4	5 ACH DUE	6	7
8 End of Bi-Weekly Pay Period WEEK 24	9 Bi-Weekly Payroll Due 11a.m.	10	11	12 ACH DUE	13 Bi-Weekly Payroll	14
15 Father's Day WEEK 25 	16 Weekly Payroll Due 11a.m.	17	18 ACH DUE	19 Juneteenth	20	21
22 End of Bi-Weekly Pay Period WEEK 26	23 Bi-Weekly Payroll Due 11a.m.	24	25	26 ACH DUE	27 Bi-Weekly Payroll	28
29 WEEK 27	30 Weekly Payroll Due 11a.m.			ACH DUE		

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# JULY 2025



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SUN	MON	TUE	WED	THU	FRI	SAT
WEEK 27	Weekly Payroll Due 11a.m.	1	2 ACH DUE	3 Paychecks	4 <b>Office Closed</b> Independence Day 	5
WEEK 28	End of Bi-Weekly Pay Period	7 Bi-Weekly Payroll Due 11a.m.	8	9	10 ACH DUE	11 Bi-Weekly Payroll
WEEK 29	13	14 Weekly Payroll Due 11a.m.	15	16	17 ACH DUE	18
WEEK 30	20 End of Bi-Weekly Pay Period	21 Bi-Weekly Payroll Due 11a.m.	22	23	24 ACH DUE	25 Bi-Weekly Payroll
WEEK 31	27	28 Weekly Payroll Due 11a.m.	29	30	31 ACH DUE	

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# AUGUST 2025



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SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
WEEK 31	Weekly Payroll Due 11a.m.			ACH DUE		
3	4	5	6	7	8	9
End of Bi-Weekly Pay Period	Bi-Weekly Payroll Due 11a.m.			ACH DUE	Bi-Weekly Payroll	
WEEK 32						
10	11	12	13	14	15	16
WEEK 33	Weekly Payroll Due 11a.m.			ACH DUE		
17	18	19	20	21	22	23
End of Bi-Weekly Pay Period	Bi-Weekly Payroll Due 11a.m.			ACH DUE	Bi-Weekly Payroll	
WEEK 34						
24	25	26	27	28	29	30
WEEK 35	Weekly Payroll Due 11a.m.			ACH DUE		
31						
End of Bi-Weekly Pay Period	Bi-Weekly Payroll Due 11a.m.			ACH DUE	Bi-Weekly Payroll	
WEEK 36						

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# SEPTEMBER 2025



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SUN	MON	TUE	WED	THU	FRI	SAT
End of Bi -Weekly Pay Period WEEK 36	1 <b>Office Closed</b> Labor Day Bi-Weekly Payroll Due 11a.m.	2	3	4 ACH DUE	5 Bi-Weekly Payroll	6
7 WEEK 37	8 Weekly Payroll Due 11a.m.	9	10	11 ACH DUE	12	13
14 End of Bi -Weekly Pay Period WEEK 38	15 Bi-Weekly Payroll Due 11a.m.	16	17	18 ACH DUE	19 Bi-Weekly Payroll	20
21 WEEK 39	22 Weekly Payroll Due 11a.m.	23	24	25 ACH DUE	26	27
28 End of Bi -Weekly Pay Period WEEK 40	29 Bi-Weekly Payroll Due 11a.m.	30		ACH DUE	Bi-Weekly Payroll	

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# OCTOBER 2025



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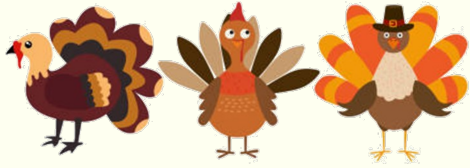
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End of Bi-Weekly Pay Period WEEK 40	Bi-Weekly Payroll Due 11a.m.		1	2 ACH DUE	3 Bi-Weekly Payroll	4
5 WEEK 41	6 Weekly Payroll Due 11a.m.	7	8	9 ACH DUE	10	11
12 End of Bi-Weekly Pay Period WEEK 42	13 Columbus Day Bi-Weekly Payroll Due 11a.m.	14	15	16 ACH DUE	17 Bi-Weekly Payroll	18
19 WEEK 43	20 Weekly Payroll Due 11a.m.	21	22	23 ACH DUE	24	25
26 End of Bi-Weekly Pay Period WEEK 44	27 Bi-Weekly Payroll Due 11a.m.	28	29	30 ACH DUE	31 Halloween Bi-Weekly Payroll	

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# NOVEMBER 2025



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End of Bi-Weekly Pay Period WEEK 44	Bi-Weekly Payroll Due 11a.m.			ACH DUE	Bi-Weekly Payroll	1
2	3 Weekly Payroll Due 11a.m.	4	5	6 ACH DUE	7	8
9 End of Bi-Weekly Pay Period WEEK 46	10 Bi-Weekly Payroll Due 11a.m.	11 Veterans Day 	12	13 ACH DUE	14 Bi-Weekly Payroll	15
16	17 Weekly Payroll Due 11a.m.	18	19	20 ACH DUE	21	22
23 End of Bi-Weekly Pay Period WEEK 48	24 Bi-Weekly Payroll Due 11a.m.	25	26 ACH DUE	27 Office Closed Thanksgiving Day 	28 Office Closed Black Friday Bi-Weekly Payroll	29
30 WEEK 49	Weekly Payroll Due 11a.m.			ACH DUE		

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# DECEMBER 2025



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	1 Weekly Payroll Due 11a.m	2	3	4 ACH DUE	5	6
WEEK 49						
7 End of Bi-Weekly Pay Period	8 Bi-Weekly Payroll Due 11a.m.	9	10	11 ACH DUE	12 Bi-Weekly Payroll	13
WEEK 50						
14	15 Weekly Payroll Due 11a.m	16	17	18 ACH DUE	19	20
WEEK 51						
21 End of Bi-Weekly Pay Period	22 Bi-Weekly Payroll Due 11a.m.	23	24 <b>Office Closes @ 1:00pm Christmas Eve ACH DUE</b>	25 <b>Office Closed Christmas Day</b> 	26 Bi-Weekly Payroll	27
WEEK 52						
28	29 Weekly Payroll Due 11a.m	30	31 <b>Office Closes @ 1:00pm New Year's Eve ACH DUE</b>	<b>Office Closed New Year's Day</b> 		
WEEK 1						

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# JANUARY 2026

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WEEK 1	Weekly Payroll Due 11a.m		<b>Office Closes @ 1:00pm New Year's Eve ACH DUE</b>	1 <b>Office Closed New Year's Day</b> 	2	3
4 End of Bi-Weekly Pay Period WEEK 2	5 Bi-Weekly Payroll Due 11a.m.	6	7	8 ACH DUE	9 Bi-Weekly Payroll	10
11 WEEK 3	12 Weekly Payroll Due 11a.m	13	14	15 ACH DUE	16	17
18 End of Bi-Weekly Pay Period WEEK 4	19 Bi-Weekly Payroll Due 11a.m.	20	21	22 ACH DUE	23 Bi-Weekly Payroll	24
25 WEEK 5	26 Weekly Payroll Due 11a.m	27	28	29 ACH DUE	30	31

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