

**Employees' and Elected Officials Retirement Systems
2025 Benefits Schedule**

Pension Payment Month	February-25	March-25	April-25	May-25	June-25	July-25	August-25	September-25	October-25	November-25	December-25	January-26
Begin All Pension Processing in PTG only	Mon, 30 Dec	Thu, 30 Jan	Thu, 27 Feb	Fri, 28 Mar	Tue, 29 Apr	Thu, 29 May	Fri, 27 Jun	Wed, 30 Jul	Thu, 28 Aug	Mon, 29 Sep	Thu, 30 Oct	Wed, 26 Nov
Last Day to Process New Retirees	Tue, 07 Jan	Fri, 07 Feb	Fri, 07 Mar	Mon, 07 Apr	Wed, 07 May	Fri, 06 Jun	Tue, 08 Jul	Thu, 07 Aug	Mon, 08 Sep	Tue, 07 Oct	Fri, 07 Nov	Thu, 04 Dec
New retirees List sent to Benefits	Wed, 08 Jan	Mon, 10 Feb	Mon, 10 Mar	Tue, 08 Apr	Thu, 08 May	Mon, 09 Jun	Wed, 09 Jul	Fri, 08 Aug	Tue, 09 Sep	Wed, 08 Oct	Mon, 10 Nov	Fri, 05 Dec
Benefits to create and send new retirees list for board approval	Thu, 09 Jan	Tue, 11 Feb	Tue, 11 Mar	Wed, 09 Apr	Fri, 09 May	Tue, 10 Jun	Thu, 10 Jul	Mon, 11 Aug	Wed, 10 Sep	Thu, 09 Oct	Wed, 12 Nov	Mon, 08 Dec
Last Day to Process Beneficiary Periodics and Non-Periodics Pension Payments	Fri, 10 Jan	Wed, 12 Feb	Wed, 12 Mar	Thu, 10 Apr	Mon, 12 May	Wed, 11 Jun	Fri, 11 Jul	Tue, 12 Aug	Thu, 11 Sep	Fri, 10 Oct	Thu, 13 Nov	Tue, 09 Dec
Last Day to Process Cutoffs	Mon, 13 Jan	Thu, 13 Feb	Thu, 13 Mar	Fri, 11 Apr	Tue, 13 May	Thu, 12 Jun	Mon, 14 Jul	Wed, 13 Aug	Fri, 12 Sep	Tue, 14 Oct	Fri, 14 Nov	Wed, 10 Dec
Last Day to Process Address Changes	Mon, 13 Jan	Thu, 13 Feb	Thu, 13 Mar	Fri, 11 Apr	Tue, 13 May	Thu, 12 Jun	Mon, 14 Jul	Wed, 13 Aug	Fri, 12 Sep	Tue, 14 Oct	Fri, 14 Nov	Wed, 10 Dec
Last Day to Process Direct Deposits & W-4P	Mon, 13 Jan	Thu, 13 Feb	Thu, 13 Mar	Fri, 11 Apr	Tue, 13 May	Thu, 12 Jun	Mon, 14 Jul	Wed, 13 Aug	Fri, 12 Sep	Tue, 14 Oct	Fri, 14 Nov	Wed, 10 Dec
Start Date to Process Local Prints	Mon, 13 Jan	Thu, 13 Feb	Thu, 13 Mar	Fri, 11 Apr	Tue, 13 May	Thu, 12 Jun	Mon, 14 Jul	Wed, 13 Aug	Fri, 12 Sep	Tue, 14 Oct	Fri, 14 Nov	Wed, 10 Dec
Reconcile Payroll Summary	Wed, 15 Jan	Fri, 14 Feb	Mon, 17 Mar	Tue, 15 Apr	Thu, 15 May	Mon, 16 Jun	Wed, 16 Jul	Fri, 15 Aug	Tue, 16 Sep	Thu, 16 Oct	Mon, 17 Nov	Thu, 11 Dec
Process, review and update Pension Pro from data on Edit Report	Wed, 15 Jan	Fri, 14 Feb	Mon, 17 Mar	Tue, 15 Apr	Thu, 15 May	Mon, 16 Jun	Wed, 16 Jul	Fri, 15 Aug	Tue, 16 Sep	Thu, 16 Oct	Mon, 17 Nov	Thu, 11 Dec
Last Day to Review Non Periodic in Pension Pro	Wed, 15 Jan	Fri, 14 Feb	Mon, 17 Mar	Tue, 15 Apr	Thu, 15 May	Mon, 16 Jun	Wed, 16 Jul	Fri, 15 Aug	Tue, 16 Sep	Thu, 16 Oct	Mon, 17 Nov	Thu, 11 Dec
Payroll File sent to Mellon from Pension Pro	Thu, 16 Jan	Tue, 18 Feb	Tue, 18 Mar	Wed, 16 Apr	Fri, 16 May	Tue, 17 Jun	Thu, 17 Jul	Mon, 18 Aug	Wed, 17 Sep	Fri, 17 Oct	Tue, 18 Nov	Mon, 15 Dec
Mellon Confirms and Post Payroll Transmission *	Fri, 17 Jan	Wed, 19 Feb	Wed, 19 Mar	Thu, 17 Apr	Mon, 19 May	Wed, 18 Jun	Fri, 18 Jul	Tue, 19 Aug	Thu, 18 Sep	Mon, 20 Oct	Wed, 19 Nov	Tue, 16 Dec
Verify Mellon Rejection Report for Deductions, Communicate by email to Human Resources	Tue, 21 Jan	Thu, 20 Feb	Thu, 20 Mar	Mon, 21 Apr	Tue, 20 May	Fri, 20 Jun	Mon, 21 Jul	Wed, 20 Aug	Fri, 19 Sep	Tue, 21 Oct	Thu, 20 Nov	Thu, 18 Dec
Verify with Mellon that ADP Medical report posts	Tue, 21 Jan	Thu, 20 Feb	Thu, 20 Mar	Mon, 21 Apr	Tue, 20 May	Fri, 20 Jun	Mon, 21 Jul	Wed, 20 Aug	Fri, 19 Sep	Tue, 21 Oct	Thu, 20 Nov	Thu, 18 Dec
Staff Review Mellon Error Report to Update Mellon and Pension Pro	Tue, 21 Jan	Thu, 20 Feb	Thu, 20 Mar	Mon, 21 Apr	Tue, 20 May	Fri, 20 Jun	Mon, 21 Jul	Wed, 20 Aug	Fri, 19 Sep	Tue, 21 Oct	Thu, 20 Nov	Thu, 18 Dec
Last Day to Process Local Prints	Wed, 22 Jan	Fri, 21 Feb	Fri, 21 Mar	Tue, 22 Apr	Wed, 21 May	Mon, 23 Jun	Tue, 22 Jul	Thu, 21 Aug	Mon, 22 Sep	Wed, 22 Oct	Fri, 21 Nov	Fri, 19 Dec
Staff Review and Update the Other Data Screen in Mellon	Wed, 22 Jan	Fri, 21 Feb	Fri, 21 Mar	Tue, 22 Apr	Wed, 21 May	Mon, 23 Jun	Tue, 22 Jul	Thu, 21 Aug	Mon, 22 Sep	Wed, 22 Oct	Fri, 21 Nov	Fri, 19 Dec
Confirm Payroll	Fri, 24 Jan	Mon, 24 Feb	Mon, 24 Mar	Wed, 23 Apr	Fri, 23 May	Tue, 24 Jun	Thu, 24 Jul	Fri, 22 Aug	Tue, 23 Sep	Fri, 24 Oct	Mon, 24 Nov	Mon, 22 Dec
Mellon Process Data Files *	Tue, 28 Jan	Tue, 25 Feb	Wed, 26 Mar	Fri, 25 Apr	Tue, 27 May	Wed, 25 Jun	Mon, 28 Jul	Tue, 26 Aug	Thu, 25 Sep	Tue, 28 Oct	Tue, 25 Nov	Fri, 26 Dec
Checks and ACH Mailed *	Thu, 30 Jan	Thu, 27 Feb	Fri, 28 Mar	Tue, 29 Apr	Thu, 29 May	Fri, 27 Jun	Wed, 30 Jul	Thu, 28 Aug	Mon, 29 Sep	Thu, 30 Oct	Wed, 26 Nov	Tue, 30 Dec

Key:

Benefits
Accounting
Benefits and Accounting

Notes:

* Mellon Scheduled Dates

HOLIDAYS	DATES	HOLIDAYS	DATES
New Year's Day Observed	Wed, 01 Jan 2025	Independence Day	Fri, 04 Jul 2025
Martin Luther King Jr.'s Birthday	Mon, 20 Jan 2025	Labor Day	Mon, 01 Sep 2025
President's Day	Mon, 17 Feb 2025	Indigenous Peoples' Day	Mon, 13 Oct 2025
Good Friday	Fri, 18 Apr 2025	Veterans Day	Tue, 11 Nov 2025
Memorial Day	Mon, 26 May 2025	Thanksgiving Day	Thu, 27 Nov 2025
Juneteenth	Thu, 19 Jun 2025	Christmas Day	Thu, 25 Dec 2025