

## 2024 / 2025 PERT REPORTING SCHEDULE

		<u>Boundary Pay Periods &amp; Proration Basis</u>		<i>Friday</i>		<i>Thursday</i>	<i>Friday</i>	<i>Friday</i>	
<u>PERT Reporting Periods</u>		<u>Beginning (PPd Ending)</u>	<u>Ending (PPd Ending)</u>	<u>Pay Date for End of PERT Period</u>	<u>Expected Date for Depts to Receive PR Registers</u>	<u>Receipt Date for RETs in RFM to be Processed Before Generation of PERT Report (see Note 1)</u>	<u>PERT Report Generation Date</u>	<u>PERT Report Release Date</u>	<u>PERT Report Due Date</u>
Spring 24	12/20/2023-05/05/2024	12/21/2023 2/10	5/09/2024 (6/10)	5/17/2024	5/23/2024	6/3/2024	6/27/2024	6/28/2024	8/9/2024
Summer 24	05/06/2024-08/06/2024	05/09/2024 4/10	08/15/2024 3/10	8/23/2024	8/29/2024	9/9/2024	10/3/2024	10/4/2024	11/15/2024
Fall 24	08/07/2024-12/19/2024	08/15/2024 7/10	12/19/2024 10/10	12/27/2024	1/2/2025	1/13/2025	2/6/2025	2/7/2025	3/21/2025
Spring 25	12/20/2024-05/06/2025	12/20/2024 10/10	05/08/2025 8/10	5/16/2025	5/22/2025	6/2/2025	6/26/2025	6/27/2025	8/8/2025

Note 1: There are exceptions to this receipt date, which would include the RETs which can not be processed through the system in a timely manner. Those RETs might include:

1. RETs which require additional review and documentation for above the 90 day threshold.
2. RETs which include payroll movement from multiple accounting periods.
3. RETs which include payroll movement from multiple projects for the same empl ID.
4. Others may fall into this category and will need to be addressed separately.

