

## FY 2025 Effective Dates for Personnel Actions

<b>Pay Period Date Range (beginning and ending dates)</b>	<b>Actual Date Range New Employees to State Gov't May Be Hired</b>	<b><u>Monday Start Dates</u> for New Employees Hired into State Gov't (*Tuesday when Monday Holiday)</b>	<b>Date Transfers or Promotions within Departments or Between State Agencies May Be Made</b>
June 9 - June 23	June 9 -18	June 10 or 17	June 9
June 24 - July 8	June 24 - July 3	June 24 or July 1	June 24
July 9 - July 23	July 9 - 18	July 15	July 9
July 24 - August 8	July 24 - August 6	July 29 or Aug 5	July 24
August 9 - August 23	August 9 - 20	August 12 or 19	August 9
August 24 - September 8	August 24 - September 4	August 26	August 24
September 9 - September 23	September 9 - 18	September 9 or 16	September 9
September 24 - October 8	September 24 - October 3	September 30	September 24
October 9 - October 23	October 9 - 18	October 15*	October 9
October 24 - November 8	October 24 - November 5	October 28 or Nov 4	October 24
November 9 - November 23	November 9 - 19	November 12* or 18	November 9
November 24 - December 8	November 24 - December 3	November 25 or Dec 2	November 24
December 9 - December 23	December 9 - 18	December 9 or 16	December 9
December 24 - January 8	December 24 - January 6	December 30	December 24
January 9 - January 23	January 9 - 21	January 13	January 9
January 24 - February 8	January 24 - February 4	January 27 or Feb 3	January 24
February 9 - February 23	February 9 - 19	February 10 or 18*	February 9
February 24 - March 8	February 24 - March 4	February 24 or March 3	February 24
March 9 - March 23	March 9 - 18	March 10 or 17	March 9
March 24 - April 8	March 24 - April 3	March 24	March 24
April 9 - April 23	April 9 - 18	April 14	April 9
April 24 - May 8	April 24 - May 6	April 28 or May 5	April 24
May 9 - May 23	May 9 - 20	May 12 or 19	May 9
May 24 - June 8	May 24 - June 3	May 27* or June 2	May 24
<b>See reverse side for detailed instructions.</b>			

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<b>Column 1: Pay Period Date Range (beginning and ending dates):</b>			
This column indicates the new pay periods for FY'2025. Pay periods will begin on the 9th and 24th of each month and will end the 8th and 23rd of each month.			
<b>Column 2: Actual Date Range New Employees to State Government May Be Hired:</b>			
This column indicates the dates during each pay period that a new employee to the State of South Dakota may be hired. For example, during pay period June 9 through June 23 (Column 1), you may start a new employee to the State of South Dakota anytime between June 9 through June 20 (Column 2)			
In order to have the flexibility in hiring throughout a range of dates, you must ensure that the Personnel Action form, W-4, is received by the Human Resource Office no later than noon on the last day in Column 2. For example, for pay period June 9 through June 23 (Column 1), the Personnel Action form, W-4 must be received by the Bureau of Human Resources no later than noon on June 18 (Column 2). If this information is not received by the deadline, we may not be able to add this employee to the payroll system for payment for this pay period.			
<b>Column 3: Monday Start Dates for New Employees Hired into State Gov't (*Tuesday when Monday is a Holiday)</b>			
This column indicates Mondays that a new employee to the State of South Dakota may be hired. For example, during pay period June 9 through June 23 (Column 1), you can have an effective hire date from June 9 through 20 (Column 2). Between June 24 and July 5 (Column 2) there are two Mondays, June 24 and July 1 (Column 3). NOTE: The asterik* indicate a Tuesday due to a Monday holiday.			
<b>Column 4: Date Transfers or Promotions within Departments or Between State Agencies May be Made</b>			
As noted above, Column 2 and Column 3 are only for new employees to the State of South Dakota. Column 4 indicates hire dates (and other actions such as promotions and transfers) for current employees of the State of South Dakota. Transfers, promotions, or any type of change to an employee's position number or classification can only be made at the beginning of a pay period (the 9th and 24th) of each month.			
<b>NOTE: With the flexibility of expanding the hiring dates for employees, it is imperative that these deadlines are met.</b>			