



## Michigan Civil Service Commission

### 2025 Processing Schedule for Supplemental Pay (Pay Differential) for State Employees on full-time Active Duty

Civil Service Commission policy is that supplemental pay is processed after the period end date on the Leave and Earnings Statement (LES) and after the state pay period in which that date occurs. Exceptions occur for State Employees on Full-time Active Duty.

**LES must be received by noon of the Friday before pay period end date.\***

For State Employees on Full-time Active Duty, supplemental pay processing is as follows:

| LES dated:           | Processed Pay Period Ending: | Received in Pay Warrant: |
|----------------------|------------------------------|--------------------------|
| <b>No Processing</b> | January 4, 2025              | January 16, 2025         |
| Jan 1-15             | January 18, 2025             | January 30, 2025         |
| Jan 16-31            | February 1, 2025             | February 13, 2025        |
| Feb 1-15             | February 15, 2025            | February 27, 2025        |
| Feb 16-28            | March 1, 2025                | March 13, 2025           |
| March 1-15           | March 15, 2025               | March 27, 2025           |
| March 16-31          | March 29, 2025               | April 10, 2025           |
| April 1-15           | April 12, 2025               | April 24, 2025           |
| April 16-30          | April 26, 2025               | May 8, 2025              |
| May 1-15             | May 10, 2025                 | May 22, 2025             |
| May 16-31            | May 24, 2025                 | June 5, 2025             |
| June 1-15            | June 7, 2025                 | June 18, 2025            |
| June 16-30           | June 21, 2025                | July 3, 2025             |
| <b>No Processing</b> | July 5, 2025*                | July 17, 2025            |
| July 1-15            | July 19, 2025                | July 31, 2025            |
| July 16-31           | August 2, 2025               | August 14, 2025          |
| August 1-15          | August 16, 2025              | August 28, 2025          |
| August 16-31         | August 30, 2025              | September 11, 2025       |
| Sept 1-15            | September 13, 2025           | September 25, 2025       |
| Sept 16-30           | September 27, 2025           | October 9, 2025          |
| Oct 1-15             | October 11, 2025             | October 23, 2025         |
| Oct 16-31            | October 25, 2025             | November 6, 2025         |
| Nov 1-15             | November 8, 2025             | November 20, 2025        |
| Nov 16-30            | November 22, 2025            | December 4, 2025         |
| Dec 1-15             | December 6, 2025             | December 18, 2025        |
| Dec 16-31            | December 20, 2025            | December 31, 2025        |

Questions regarding Military Leave Processing for State of Michigan employees should be directed to [MCSC-MilitaryLeave@michigan.gov](mailto:MCSC-MilitaryLeave@michigan.gov).

\*LES must be received by noon of the last non-holiday day in a pay period where the last Friday of the pay period is a holiday. Schedule is subject to change due to payroll scheduling set by the State Budget Office/Office of Financial Management.