



Office of Human Resources Management
People Operations | Core HR

FY2024-2025 Incentive Awards Processing Schedule

July 2023 – June 2025

The Incentive Awards processing schedule below is used by Agency Human Resources Liaisons to ensure employees are promptly recognized for their performance under [Administrative Procedure \(AP\) 216 – Employee Incentive Awards Program](#).

Please contact the Core HR Division at CoreHR@co.pg.md.us if you have any questions or require assistance.

FY 2024 - 2025 Incentive Awards Schedule

Effective July 1, 2023



Angela D. Alsobrooks
County Executive

Pay Date for Award Issuance	Agency Submission Deadline in SharePoint <i>10 business days before pay date</i>	OHRM Processing Deadline <i>5 business days before pay date</i>
July 14, 2023	June 30, 2023	July 7, 2023
July 28, 2023	July 14, 2023	July 21, 2023
August 11, 2023	July 28, 2023	August 4, 2023
August 25, 2023	August 11, 2023	August 18, 2023
September 8, 2023	August 25, 2023	September 1, 2023
September 22, 2023	September 8, 2023	September 15, 2023
October 6, 2023	September 22, 2023	September 29, 2023
October 20, 2023	October 6, 2023	October 13, 2023
November 3, 2023	October 20, 2023	October 27, 2023
November 17, 2023	November 3, 2023	November 10, 2023
December 1, 2023	November 17, 2023	November 24, 2023
December 15, 2023	December 1, 2023	December 8, 2023
December 29, 2023	December 15, 2023	December 22, 2023
January 12, 2024	December 29, 2023	January 5, 2024
January 26, 2024	January 12, 2024	January 19, 2024
February 9, 2024	January 26, 2024	February 2, 2024
February 23, 2024	February 9, 2024	February 16, 2024
March 8, 2024	February 23, 2024	March 1, 2024
March 22, 2024	March 8, 2024	March 15, 2024
April 5, 2024	March 22, 2024	March 29, 2024
April 19, 2024	April 5, 2024	April 12, 2024
May 3, 2024	April 19, 2024	April 26, 2024
May 17, 2024	May 3, 2024	May 10, 2024
May 31, 2024	May 17, 2024	May 24, 2024
June 14, 2024	May 31, 2024	June 7, 2024
June 28, 2024	June 14, 2024	June 21, 2024
July 12, 2024	June 28, 2024	July 5, 2024
July 26, 2024	July 12, 2024	July 19, 2024
August 9, 2024	July 26, 2024	August 2, 2024
August 23, 2024	August 9, 2024	August 16, 2024
September 6, 2024	August 23, 2024	August 30, 2024
September 20, 2024	September 6, 2024	September 13, 2024
October 4, 2024	September 20, 2024	September 27, 2024

October 18, 2024	October 4, 2024	October 11, 2024
November 1, 2024	October 18, 2024	October 25, 2024
November 15, 2024	November 1, 2024	November 8, 2024
November 29, 2024	November 15, 2024	November 22, 2024
December 13, 2024	November 29, 2024	December 6, 2024
December 27, 2024	December 13, 2024	December 20, 2024
January 10, 2025	December 27, 2024	January 3, 2025
January 24, 2025	January 10, 2025	January 17, 2025
February 7, 2025	January 24, 2025	January 31, 2025
February 21, 2025	February 7, 2025	February 14, 2025
March 7, 2025	February 21, 2025	February 28, 2025
March 21, 2025	March 7, 2025	March 14, 2025
April 4, 2025	March 21, 2025	March 28, 2025
April 18, 2025	April 4, 2025	April 11, 2025
May 2, 2025	April 18, 2025	April 25, 2025
May 16, 2025	May 2, 2025	May 9, 2025
May 30, 2025	May 16, 2025	May 23, 2025
June 13, 2025	May 30, 2025	June 6, 2025
June 27, 2025	June 13, 2025	June 20, 2025

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