

Schedule for Submitting Employee & Employer Contributions

Please submit the required Employee and Employer contributions via the monthly Contribution Summary Instructions (CSI) by 5:00 p.m. on the business day of the month indicated below along with the Monthly ORBIT payroll report. **Please refer to the schedule below.** [Click here](#) for ORBIT Training and Reporting Information.

(NOTE: Employers can submit their report along with contributions PRIOR the "Submit By" date)

December 2024	Wednesday, January 8, 2025
January 2025	Friday, February 7
February	Friday, March 7
March	Monday, April 7
April	Wednesday, May 7
May	Friday, June 6
June	Tuesday, July 8
July	Thursday, August 7
August	Monday, September 8
September	Tuesday, October 7
October	Friday, November 7
November	Friday, December 5
December	Thursday, January 8, 2026

