

September 2025						
◀ August						October ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 HOLIDAY	2 Pay Day – MF/BF082625 & M083125 Absences are finalized @ 9:00 am for B083125 week 1 – <i>All high exceptions must be cleared & absences approved before 10:00.</i> + Time Admin is run afterwards. B083125 – Final – NO TRIAL + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	3 Absences are finalized @ 12:00 for B090925 week 1 – <i>All high exceptions must be cleared & absences approved before 10 am</i> + Time Admin is run afterwards. Run your final reports for B083125 Run Leave Accruals	4	5 Pay Day – B082625 & M083125 Run Reallocation Process. ePAR cutoff for B090925	6
7	8 Off-cycle Opens for MF/BF090825	9 B090925 – Period ends & paylines are created Off-cycle Closes for MF/BF090825 @ 3:00 pm.	10 Absences are finalized @ 12:00 for B090925 week 2 – <i>All high exceptions must be cleared & absences approved before 10 am</i> + Time Admin is run afterwards.	11 B090925 – Initial Trial + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	12 B090925 – 2nd Trial Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00 Run Reallocation Process.	13
14	15 Pay Day – MF/BF090825 B090925 - FINAL Confirm, Distribute & Encumb run. Create ck/adv files	16 Run your final reports for B90925 ePAR cutoff for M093025	17 Absences are finalized @ 12:00 for B092325 week 1 – <i>All high exceptions must be cleared & absence approved before 10 am</i> + Time Admin is run afterwards.	18 M093025 Paylines are created. Absences are finalized @ 12:00 for M093025 approve before 10:00. – <i>All high exceptions must be cleared & absences approved before 10:00.</i> + Time Admin is run afterwards	19 Pay Day – B083125, B090925 M093025 – Trial + Run & review trial + Process corrections Run Reallocation Process. ePAR cutoff for B092325	20
21	22 M093025 - FINAL Confirm, Distribute & Encumb run. Create ck/adv files Off-cycle Opens for MF/BF092225	23 B092325 – Period ends & paylines are created Off-cycle Closes for MF/BF092225 @ 3:00 pm.	24 Absences are finalized @ 12:00 for B092325 week 2 – <i>All high exceptions must be cleared & absences approved before 10 am.</i> + Time Admin is run afterwards. Run your final reports for M093025	25 B092325 – Initial Trial + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	26 B092325 – 2nd Trial Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00 Run Reallocation Process.	27
28	29 B092325 - FINAL Confirm, Distribute & Encumb run. Create ck/adv files	30 Run your final reports for B092325	Time Admin Runs: <ul style="list-style-type: none"> Biweekly Timesheets: <ul style="list-style-type: none"> Runs: Monday–Friday at 5 AM, 8 AM, 12 PM (Payroll Wednesdays only), 3 PM, 10 PM Monthly Timesheets: <ul style="list-style-type: none"> Runs: Monday–Friday at 10 AM 			

<div> <div>◀ September</div> <div>October 2025</div> <div>November ▶</div> </div>						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 Pay Day – MF/BF092225 & M093025 Run Leave Accruals Absences are finalized @ 12:00 for B100725 week 1 – <i>All high exceptions must be cleared & absences approved before 10 am</i> +Time Admin is run afterwards.	2	3 Pay Day – B092325 Run Reallocation Process. ePAR cutoff for B100725	
5	6 Off-cycle Opens for MF/BF100625	7 B100725 – Period ends & paylines are created Off-cycle Closes for MF/BF100625 @ 3:00 pm.	8 Absences are finalized @ 12:00 for B100725 week 2 – <i>All high exceptions must be cleared & absences approved before 10 am</i> +Time Admin is run afterwards.	9 <u>B100725 – Initial Trial</u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	10 <u>B100725 – 2nd Trial</u> Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00 Run Reallocation Process.	11
12	13 <u>B100725 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files	14 Run your final reports for B100725 ePAR cutoff for M103125	15 Pay Day – MF/BF100625 Absences are finalized @ 12:00 for B10215 week 1 – <i>All high exceptions must be cleared & absences approved before 10 am</i> +Time Admin is run afterwards.	16 M103125 Paylines are created. Absences are finalized @ 12:00 for M103125 approve before 12:00. – <i>All high exceptions must be cleared & absences approved before 10:00.</i> +Time Admin is run afterwards	17 Pay Day – B100725 Run Reallocation Process. <u>M103125 – Trial</u> + Run & review trial + Process corrections ePAR cutoff for B102125	18
19	20	21 B102125 – Period ends & paylines are created <u>M103125 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files	22 Absences are finalized @ 12:00 for B102125 week 2 – <i>All high exceptions must be cleared & absences approved before 10 am</i> +Time Admin is run afterwards. Run your final reports for M103125	23 <u>B102125 – Initial Trial</u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	24 <u>B102125 - 2nd Trial</u> Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00 Run Reallocation Process.	25
26	27 <u>B102125 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files	28 Run your final reports for B102125 Off-cycle Opens for MF/BF102825	29 Absences are finalized @ 12:00 for B110425 week 1 – <i>All high exceptions must be cleared & absences approved before 10:00.</i> +Time Admin is run afterwards. Off-cycle Closes for MF/BF102825 @ 3:00 pm.	30	31 Pay Day – B102125 Run Reallocation Process. ePAR cutoff for B110425	

Time Admin Runs:

- **Biweekly Timesheets:**
 - Runs: Monday–Friday at **5 AM, 8 AM, 12 PM (Payroll Wednesdays only), 3 PM, 10 PM**
- **Monthly Timesheets:**
 - Runs: Monday–Friday at **10 AM**

November 2025						
◀ October						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3 Pay Day – MF/BF102825 & M103125 Run Leave Accruals	4 B110425 – Period ends & paylines are created	5 Absences are finalized @ 12:00 for B110425 week 2 – <i>All high exceptions must be cleared & absences approved before 10 am</i> + Time Admin is run afterwards.	6 B110425 – Initial Trial + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	7 B110425 - 2nd Trial Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00 Run Reallocation Process.	8
9	10 B110425 - FINAL Confirm, Distribute & Encumb run. Create ck/adv files	11 Run your final reports for B110425 Off-cycle Opens for MF/BF111125 ePAR cutoff for M113025	12 Absences are finalized @ 12:00 for B111825 week 1 – <i>All high exceptions must be cleared & absences approved before 10 am</i> + Time Admin is run afterwards. Off-cycle Closes for MF/BF110425 @ 3:00 pm.	13 M113025 Paylines are created. Absences are finalized @ 12:00 for M113025 approve before 12:00. – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards	14 Pay Day – B110425 Run Reallocation Process. M113025 – Trial + Run & review trial + Process corrections ePAR cutoff for B111825	15
16	17 Pay Day – MF/BF110425	18 B111825 – Period ends & paylines are created M113025 - FINAL Confirm, Distribute & Encumb run. Create ck/adv files	19 Absences are finalized @ 12:00 for B111825 week 2 – <i>All high exceptions must be cleared & absences approved before 10 am</i> + Time Admin is run afterwards. Run your final reports for M113025	20 B111825 – Initial Trial + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	21 B111825 - 2nd Trial Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00 Run Reallocation Process.	22
23	24 B111825 - FINAL Confirm, Distribute & Encumb run. Create ck/adv files Off-cycle Opens for MF/BF112425	25 Run your final reports for B111825 Off-cycle Closes for MF/BF112425 @ 3:00 pm.	26 Pay Day – B111825 Run Reallocation Process. Absences are finalized @ 12:00 for B120225 week 1 – <i>All high exceptions must be cleared & absences approved before 10 am</i> + Time Admin is run afterwards. ePAR cutoff for B120225	27 HOLIDAY	28 HOLIDAY	29
30	Time Admin Runs: <ul style="list-style-type: none"> Biweekly Timesheets: <ul style="list-style-type: none"> Runs: Monday–Friday at 5 AM, 8 AM, 12 PM (Payroll Wednesdays only), 3 PM, 10 PM Monthly Timesheets: <ul style="list-style-type: none"> Runs: Monday–Friday at 10 AM 					

December 2025						
◀ November						January ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 Pay Day – MF/BF112425 & M113025 Run Leave Accruals	2 B120225 – Period ends & paylines are created	3 Absences are finalized @ 12:00 for B120225 week 2 – <i>All high exceptions must be cleared & absences approved before 10 am</i> + Time Admin is run afterwards.	4 B120225 – Initial Trial + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	5 B120225 – 2nd Trial Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00 Run Reallocation Process.	6
7	8 B120225 - FINAL Confirm, Distribute & Encumb run. Create ck/adv files Off-cycle Opens for MF/BF120825	9 Run your final reports for B120225 Off-cycle Closes for MF/BF120825 @ 3:00 pm.	10 Absences are finalized @ 12:00 for B121625 week 1 – <i>All high exceptions must be cleared & absences approved before 10 am</i> + Time Admin is run afterwards.	11	12 Pay Day – B120225 Run Reallocation Process. ePAR cutoff for B121625 ePAR cutoff for M123125	13
14	15 Pay Day – MF/BF120825	16 B121625 – Period ends & paylines are created M123125 Paylines are created. Absences are finalized @ 12:00 for M123125 approve before 12:00. – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards	17 Absences are finalized @ 12:00 for B121625 week 2 – <i>All high exceptions must be cleared & absences approved before 10 am</i> + Time Admin is run afterwards. M123125 – Trial + Run & review trial + Process corrections	18 B121625 – Initial Trial + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00 M123125 - FINAL Confirm, Distribute & Encumb run. Create ck/adv files	19 B121625 – 2nd Trial Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00 Run Reallocation Process. Run your final reports for M123125	20
21	22 B121625 - FINAL Confirm, Distribute & Encumb run. Create ck/adv files ePAR cutoff for B123025	23 Run your final reports for B121625 Run Reallocation Process.	24 Pay Day – B121625 Absences are finalized @ 12:00 for B123025 week 1 – <i>All high exceptions must be cleared & absences approved before 10 am</i> + Time Admin is run afterwards. HOLIDAY	25 HOLIDAY	26 HOLIDAY	27
28	29 HOLIDAY	30 HOLIDAY	31 Absences are finalized @ 12:00 for B123025 week 2 – <i>All high exceptions must be cleared & absences approved before 10 am</i> + Time Admin is run afterwards. HOLIDAY	Time Admin Runs: <ul style="list-style-type: none"> Biweekly Timesheets: <ul style="list-style-type: none"> Runs: Monday–Friday at 5 AM, 8 AM, 12 PM (Payroll Wednesdays only), 3 PM, 10 PM Monthly Timesheets: <ul style="list-style-type: none"> Runs: Monday–Friday at 10 AM 		

January 2026						
◀ December						February ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 HOLIDAY	2 HOLIDAY	3
4	5 Pay Day – M123125 B123025 – FINAL- No Trial Available Confirm, Distribute & Encumb run. Create ck/adv files Run Reallocation Process.	6 Run your final reports for B123025 Run Leave Accruals Off-cycle Opens for MF/BF010626	7 Absences are finalized @ 12:00 for B011326 week 1 – All high exceptions must be cleared & absences approved before 10 am +Time Admin is run afterwards.	8	9 Pay Day – B123025 Run Reallocation Process. ePAR cutoff for B011326	10
11	12 Off-cycle Closes for MF/BF010626 @ 12:00 pm.	13 B011326 – Period ends & paylines are created	14 Absences are finalized @ 12:00 for B011326 week 2 – All high exceptions must be cleared & absences approved before 10 am +Time Admin is run afterwards.	15 Pay Day – MF/BF010626 B011326 – Initial Trial – NO 2 nd Trial + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00 ePAR cutoff for M013126	16 B011326 - FINAL Confirm, Distribute & Encumb run. Create ck/adv files Run Reallocation Process.	17
18	19 HOLIDAY	20 Run your final reports for B011326 M013126 Paylines are created. Absences are finalized @ 12:00 for M013126 approve before 12:00. – All high exceptions must be cleared & absences approved before 12:00. +Time Admin is run afterwards	21 Absences are finalized @ 12:00 for B012726 week 1 – All high exceptions must be cleared & absences approved before 10 am +Time Admin is run afterwards.0 M013126 – Trial + Run & review trial + Process corrections	22	23 Pay Day – B011326 Run Reallocation Process. M013126 - FINAL Confirm, Distribute & Encumb run. Create ck/adv files ePAR cutoff for B012726	24
25	26 Run your final reports for B013126 Off-cycle Opens for MF/BF012626	27 B012726 – Period ends & paylines are created Off-cycle Closes for MF/BF012626 @ 3:00 pm.	28 Absences are finalized @ 12:00 for B012726 week 2 – All high exceptions must be cleared & absences approved before 10 am +Time Admin is run afterwards.	29 B012726 – Initial Trial + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	30 B012726 - 2 nd Trial Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00 Run Reallocation Process.	31

Time Admin Runs:

- **Biweekly Timesheets:**
 - Runs: Monday–Friday at **5 AM, 8 AM, 12 PM (Payroll Wednesdays only), 3 PM, 10 PM**
- **Monthly Timesheets:**
 - Runs: Monday–Friday at **10 AM**

February 2026						
◀ January						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 Pay Day – MF/BF012626 & M013126 <u>B012726 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files	3 Run your final reports for B012726 Run Leave Accruals	4 Absences are finalized @ 12:00 for B021026 week 1 – <i>All high exceptions must be cleared & absences approved before 10 am.</i> + Time Admin is run afterwards.	5	6 Pay Day – B012726 Run Reallocation Process. ePAR cutoff for B021026	7
8	9 Off-cycle Opens for MF/BF020926	10 B021026 – Period ends & paylines are created Off-cycle Closes for MF/BF020926 @ 3:00 pm.	11 Absences are finalized @ 12:00 for B021026 week 2 – <i>All high exceptions must be cleared & absences approved before 10 am.</i> + Time Admin is run afterwards.	12 <u>B021026 – Initial Trial</u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	13 <u>B021026 – 2nd Trial</u> Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00 Run Reallocation Process. ePAR cutoff for M022826	14
15	16 Pay Day – MF/BF020926 <u>B021026 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files	17 Run your final reports for B021026 M022826 Paylines are created. Absences are finalized @ 12:00 for M022826 approve before 12:00. – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards	18 Absences are finalized @ 12:00 for B022426 week 1 – <i>All high exceptions must be cleared & absences approved before 10 am</i> + Time Admin is run afterwards. <u>M022826 – Trial</u> + Run & review trial + Process corrections	19	20 Pay Day – B021026 Run Reallocation Process. <u>M022826 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files ePAR cutoff for B022426	21
22	23 Run your final reports for M022826 Off-cycle Opens for MF/BF022326	24 B022426 – Period ends & paylines are created Off-cycle Closes for MF/BF022326 @ 3:00 pm.	25 Absences are finalized @ 12:00 for B022426 week 2 – <i>All high exceptions must be cleared & absences approved before 10 am</i> + Time Admin is run afterwards.	26 <u>B022426 – Initial Trial</u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	27 <u>B022426 – 2nd Trial</u> Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00 Run Reallocation Process.	28

Time Admin Runs:

- **Biweekly Timesheets:**
 - Runs: Monday–Friday at **5 AM, 8 AM, 12 PM (Payroll Wednesdays only), 3 PM, 10 PM**
- **Monthly Timesheets:**
 - Runs: Monday–Friday at **10 AM**

March 2026						
◀ February						
		April ▶				
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 Pay Day – MF/BF022326 & M022826 <u>B022426 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files	3 Run your final reports for B022426 Run Leave Accruals	4 Absences are finalized @ 12:00 for B031026 week 1 – <i>All high exceptions must be cleared & absences approved before 10 am</i> + Time Admin is run afterwards.	5	6 Pay Day – B022426 Run Reallocation Process. Off-cycle Opens for MF/BF030626 ePAR cutoff for B031026	7
8	9 Off-cycle Closes for MF/BF030626 @ 3:00 pm.	10 B031026 – Period ends & paylines are created	11 Absences are finalized @ 12:00 for B031026 week 2 – <i>All high exceptions must be cleared & absences approved before 10 am</i> + Time Admin is run afterwards.	12 <u>B031026 – Initial Trial</u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	13 <u>B031026 – 2nd Trial</u> Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00 Run Reallocation Process.	14
15	16 Pay Day – MF/BF030626 <u>B031026 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files	17 Run your final reports for B031026 ePAR cutoff for M033126	18 Absences are finalized @ 12:00 for B032426 week 1 – <i>All high exceptions must be cleared & absences approved before 10 am</i> + Time Admin is run afterwards.	19 M033126 Paylines are created. Absences are finalized @ 12:00 for M033126 approve before 12:00. – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards	20 Pay Day – B031026 Run Reallocation Process. <u>M033126 – Trial</u> + Run & review trial + Process corrections ePAR cutoff for B032426	21
22	23 <u>M033126 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files	24 B032426 – Period ends & paylines are created Off-cycle Opens for MF/BF032426 Off-cycle Closes for MF/BF032426 @ 3:00 pm.	25 Absences are finalized @ 12:00 for B032426 week 2 – <i>All high exceptions must be cleared & absences approved before 10 am</i> + Time Admin is run afterwards. Run your final reports for M033126	26 <u>B032426 – Initial Trial</u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	27 <u>B032426 – 2nd Trial</u> Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00 Run Reallocation Process.	28
29	30 <u>B032426 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files	31 Run your final reports for B032426	Time Admin Runs: <ul style="list-style-type: none"> Biweekly Timesheets: <ul style="list-style-type: none"> Runs: Monday–Friday at 5 AM, 8 AM, 12 PM (Payroll Wednesdays only), 3 PM, 10 PM Monthly Timesheets: <ul style="list-style-type: none"> Runs: Monday–Friday at 10 AM 			

April 2026						
◀ March						May ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 Pay Day – MF/BF032426 & M033126 Run Leave Accruals Absences are finalized @ 12:00 for B040726 week 1 <i>– All high exceptions must be cleared & absences approved before 10 am</i> +Time Admin is run afterwards.	2	3 Pay Day – B032426 Run Reallocation Process. ePAR cutoff for B040726	
5	6 Off-cycle Opens for MF/BF040626	7 B040726 – Period ends & paylines are created Off-cycle Closes for MF/BF040626 @ 3:00 pm.	8 Absences are finalized @ 12:00 for B040726 week 2 <i>– All high exceptions must be cleared & absences approved before 10 am</i> +Time Admin is run afterwards.	9 B040726 – Initial Trial + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	10 B040726 – 2nd Trial Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00 Run Reallocation Process.	11
12	13 B040726 - FINAL Confirm, Distribute & Encumb run. Create ck/adv files	14 Run your final reports for B040726 ePAR cutoff for M043026	15 Pay Day – MF/BF040626 Absences are finalized @ 12:00 for B042126 week 1 <i>– All high exceptions must be cleared & absences approved before 10 am</i> +Time Admin is run afterwards.	16 M043026 Paylines are created. Absences are finalized @ 12:00 for M043026 approve before 12:00. – <i>All high exceptions must be cleared & absences approved before 12:00.</i> +Time Admin is run afterwards	17 Pay Day – B040726 Run Reallocation Process. M043026 – Trial + Run & review trial + Process corrections ePAR cutoff for B042126	18
19	20 M043026 - FINAL Confirm, Distribute & Encumb run. Create ck/adv files	21 B042126 – Period ends & paylines are created Off-cycle Opens for MF/BF042126	22 Absences are finalized @ 12:00 for B042126 week 2 <i>– All high exceptions must be cleared & absences approved before 10 am.</i> +Time Admin is run afterwards. Run your final reports for M043026 Off-cycle Closes for MF/BF042126 @ 3:00 pm.	23 B042126 – Initial Trial + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	24 B042126 – 2nd Trial Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00 Run Reallocation Process.	25
26	27 B042126 - FINAL Confirm, Distribute & Encumb run. Create ck/adv files	28 Run your final reports for B042126	29 Absences are finalized @ 12:00 for B050526 week 1 <i>– All high exceptions must be cleared & absences approved before 10 am</i> +Time Admin is run afterwards.	30		

Time Admin Runs:

- **Biweekly Timesheets:**
 - Runs: Monday–Friday at **5 AM, 8 AM, 12 PM (Payroll Wednesdays only), 3 PM, 10 PM**
- **Monthly Timesheets:**
 - Runs: Monday–Friday at **10 AM**

May 2026						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 Pay Day – MF/BF042126 , B042126 & M043026 Run Reallocation Process. Run Leave Accruals ePAR cutoff for B050526	2
3	4	5 B050526 – Period ends & paylines are created	6 Absences are finalized @ 12:00 for B050526 week 2 – <i>All high exceptions must be cleared & absences approved before 10 am.</i> + Time Admin is run afterwards.	7 <u>B050526 – Initial Trial</u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	8 <u>B050526 - 2nd Trial</u> Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00 Run Reallocation Process.	9
10	11 <u>B050526 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files Off-cycle Opens for MF/BF051126	12 Run your final reports for B050526 Off-cycle Closes for MF/BF051126 @ 3:00 pm.	13 Absences are finalized @ 12:00 for B051926 week 1 – <i>All high exceptions must be cleared & absences approved before 10 am</i> + Time Admin is run afterwards.	14 ePAR cutoff for M053126	15 Pay Day – B050526, MF/BF051126 Run Reallocation Process. ePAR cutoff for B051926	16
17	18 M053126 Paylines are created. Absences are finalized @ 12:00 for M053126 approve before 12:00. – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards	19 B051926 – Period ends & paylines are created <u>M053126 – Trial</u> + Run & review trial + Process corrections	20 Absences are finalized @ 12:00 for B051926 week 1 – <i>All high exceptions must be cleared & absences approved before 10 am.</i> + Time Admin is run afterwards.	21 <u>B051926 – Initial Trial – No 2nd Trial</u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00 <u>M053126 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files	22 <u>B051926 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files Run Reallocation Process. Run your final reports for M053126	23
24	25 HOLIDAY	26 Off-cycle Opens for MF/BF052526	27 Run your final reports for B051926 Absences are finalized @ 12:00 for B060226 week 1 – <i>All high exceptions must be cleared & absences approved before 10 am</i> + Time Admin is run afterwards. Off-cycle Closes for MF/BF052526 @ 12:00 pm.	28	29 Pay Day – B051926 Run Reallocation Process. ePAR cutoff for B060226	30
Time Admin Runs: <ul style="list-style-type: none"> Biweekly Timesheets: <ul style="list-style-type: none"> Runs: Monday–Friday at 5 AM, 8 AM, 12 PM (Payroll Wednesdays only), 3 PM, 10 PM Monthly Timesheets: <ul style="list-style-type: none"> Runs: Monday–Friday at 10 AM 						

June 2026						
◀ May						July ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 Pay Day – MF/BF052526 & M053126 Run Leave Accruals	2 B060226 – Period ends & paylines are created	3 Absences are finalized @ 12:00 for B060226 week 2 – <i>All high exceptions must be cleared & absences approved before 10 am.</i> +Time Admin is run afterwards.	4 <u>B060226 – Initial Trial</u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	5 <u>B060226 - 2nd Trial</u> Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00 Run Reallocation Process.	6
7	8 <u>B060226 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files	9 Run your final reports for B060226 Off-cycle Opens for MF/BF060926	10 Absences are finalized @ 12:00 for B061626 week 1 – <i>All high exceptions must be cleared & absences approved before 10 am.</i> +Time Admin is run afterwards. Off-cycle Closes for MF/BF052526 @ 3:00 pm.	11	12 Pay Day – B060226 Run Reallocation Process. ePAR cutoff for B061626	13
14	15 Pay Day – MF/BF060926 ePAR cutoff for M063026	16 B061626 – Period ends & paylines are created	17 Absences are finalized @ 12:00 for B061626 week 2 – <i>All high exceptions must be cleared & absences approved before 10 am</i> +Time Admin is run afterwards. M063026 Paylines are created. Absences are finalized @ 12:00 for M063026 approve before 12:00. – <i>All high exceptions must be cleared & absences approved before 12:00.</i> +Time Admin is run afterwards	18 <u>B061626 – Initial Trial – NO 2nd Trial</u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00 Run Reallocation Process. <u>M063026 – Trial</u> + Run & review trial + Process corrections	19 HOLIDAY	20
21	22 <u>B061626 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files	23 Run your final reports for B061626 <u>M063026 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files	24 Absences are finalized @ 12:00 for B063026 week 1 – <i>All high exceptions must be cleared & absences approved before 10 am.</i> +Time Admin is run afterwards. Run your final reports for M063026 Off-cycle Opens for MF/BF062426	25	26 Pay Day – B061626 Run Reallocation Process. Off-cycle Closes for MF/BF062426 @ 3:00 pm. ePAR cutoff for B063026	27
28	29	30 B063026 – Period ends & paylines are created	Time Admin Runs: <ul style="list-style-type: none"> Biweekly Timesheets: <ul style="list-style-type: none"> Runs: Monday–Friday at 5 AM, 8 AM, 12 PM (Payroll Wednesdays only), 3 PM, 10 PM Monthly Timesheets: <ul style="list-style-type: none"> Runs: Monday–Friday at 10 AM 			

July 2026						
◀ June						August ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
Time Admin Runs: <ul style="list-style-type: none"> Biweekly Timesheets: <ul style="list-style-type: none"> Runs: Monday–Friday at 5 AM, 8 AM, 12 PM (Payroll Wednesdays only), 3 PM, 10 PM Monthly Timesheets: <ul style="list-style-type: none"> Runs: Monday–Friday at 10 AM 			1 Pay Day – MF/BF062426 & M063026 Run Leave Accruals Absences are finalized @ 12:00 for B063026 week 2 – <i>All high exceptions must be cleared & absences approved before 10 am.</i> <i>+Time Admin is run afterwards.</i>	2 B063026 – Initial Trial – NO 2nd Trial + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00 Run Reallocation Process.	3 HOLIDAY	4
5	6 B063026 - FINAL Confirm, Distribute & Encumb run. Create ck/adv files	7 Run your final reports for B063026 Off-cycle Opens for MF/BF070726	8 Absences are finalized @ 12:00 for B071426 week 1 – <i>All high exceptions must be cleared & absences approved before 10 am.</i> <i>+Time Admin is run afterwards.</i>	9	10 Pay Day – B063026 Run Reallocation Process. Off-cycle Closes for MF/BF070726 @ 12:00 pm. ePAR cutoff for B071426	11
12	13	14 B071426 – Period ends & paylines are created	15 Pay Day – MF/BF070726 Absences are finalized @ 12:00 for B071426 week 2 – <i>All high exceptions must be cleared & absences approved before 10 am.</i> <i>+Time Admin is run afterwards.</i>	16 B071426 – Initial Trial + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	17 B071426 - 2nd Trial Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00 Run Reallocation Process. ePAR cutoff for M073126	18
19	20 B071426 - FINAL Confirm, Distribute & Encumb run. Create ck/adv files	21 Run your final reports for B071426 M073126 Paylines are created. Absences are finalized @ 12:00 for M073126 approve before 12:00. – <i>All high exceptions must be cleared & absences approved before 12:00.</i> <i>+Time Admin is run afterwards</i>	22 Absences are finalized @ 12:00 for B072826 week 1 – <i>All high exceptions must be cleared & absences approved before 10 am.</i> <i>+Time Admin is run afterwards.</i> M073126 – Trial + Run & review trial + Process corrections	23	24 Pay Day – B071426 Run Reallocation Process. M073126 - FINAL Confirm, Distribute & Encumb run. Create ck/adv files ePAR cutoff for B072826	25
	27 Run your final reports for M073126 Off-cycle Opens for MF/BF072726	28 B072826 – Period ends & paylines are created Off-cycle Closes for MF/BF072726 @ 3:00 pm.	29 Absences are finalized @ 12:00 for B072826 week 2 – <i>All high exceptions must be cleared & absences approved before 10 am.</i> <i>+Time Admin is run afterwards.</i>	30 B072826 – Initial Trial + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	31 B072826 - 2nd Trial Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00 Run Reallocation Process.	

August 2026						
◀ July						September ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3 Pay Day – MF/BF072726 & M073126 <u>B072826 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files	4 Run your final reports for B072826 Run Leave Accruals	5 Absences are finalized @ 12:00 for B081126 week 1 – <i>All high exceptions must be cleared & absences approved before 10 am.</i> + Time Admin is run afterwards.	6	7 Pay Day – B072826 Run Reallocation Process. ePAR cutoff for B081126	8
9	10 Off-cycle Opens for MF/BF081026	11 B081126 – Period ends & paylines are created Off-cycle Closes for MF/BF081026 @ 3:00 pm.	12 Absences are finalized @ 12:00 for B081126 week 2 – <i>All high exceptions must be cleared & absences approved before 10 am</i> + Time Admin is run afterwards.	13 <u>B081126 – Initial Trial</u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	14 <u>B081126 – 2nd Trial</u> Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00 Run Reallocation Process. ePAR cutoff for M083126	15
16	17 Pay Day – MF/BF081126 <u>B081126 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files	18 Run your final reports for B081126 M083126 Paylines are created. Absences are finalized @ 12:00 for M083126 approve before 12:00. – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards	19 Absences are finalized @ 12:00 for B082526 week 1 – <i>All high exceptions must be cleared & absences approved before 10 am</i> + Time Admin is run afterwards. <u>M083126 – Trial</u> + Run & review trial + Process corrections	20	21 Pay Day – B081126 Run Reallocation Process. <u>M083126 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files ePAR cutoff for B082526	22
23	24 Run your final reports for M083126 Off-cycle Opens for MF/BF082426	25 B082526 – Period ends & paylines are created Off-cycle Closes for MF/BF082426 @ 3:00 pm.	26 Absences are finalized @ 12:00 for B082526 week 2 – <i>All high exceptions must be cleared & absences approved before 10 am</i> + Time Admin is run afterwards.	27 <u>B082526 – Initial Trial</u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	28 <u>B082526 – 2nd Trial</u> Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00 Run Reallocation Process.	29
30	31 <u>B082526 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files	Time Admin Runs: <ul style="list-style-type: none"> Biweekly Timesheets: <ul style="list-style-type: none"> Runs: Monday–Friday at 5 AM, 8 AM, 12 PM (Payroll Wednesdays only), 3 PM, 10 PM Monthly Timesheets: <ul style="list-style-type: none"> Runs: Monday–Friday at 10 AM 				