| [◄ August](#August_2025) | **September 2025** | [October ►](#October_2025" \o "Jump to 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 – *All high exceptions must be cleared & absences approved before 12:00.**+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 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.*Run your final reports for B083125Run 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 createdOff-cycle Closes for MF/BF090825 @ 3:00 pm.  | 10 Absences are finalized @ 12:00 for B090925 week 2 – *All high exceptions must be cleared & absences approved before 12:00.**+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 2:00TL Last Load @ 5:00.+ Time Admin runs at  12:00 & 3:00Run 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 B90925ePAR cutoff for M093025 | 17 Absences are finalized @ 12:00 for B092325 week 1 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.* | 18 M093025 Paylines are created.Absences are finalized @ 12:00 for M093025 approve before 12:00. – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards* | 19 **Pay Day – B083125, B090925*****M093025 – Trial***+ Run & review trial+ Process correctionsRun 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 createdOff-cycle Closes for MF/BF092225 @ 3:00 pm.  | 24 Absences are finalized @ 12:00 for B092325 week 2 – *All high exceptions must be cleared & absences approved before 12:00.**+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 2:00TL Last Load @ 5:00.+ Time Admin runs at  12:00 & 3:00Run Reallocation Process. | 27  |
| 28  | 29 ***B092325 - FINAL***Confirm, Distribute & Encumb run. Create ck/adv files | 30 Run your final reports for B092325 |  |

| [◄ September](#September_2025) | **October 2025** | [November ►](#November_2025" \o "Jump to November) |
| --- | --- | --- |
| **Sun** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** |
|  |  |  | 1 **Pay Day – MF/BF092225** **& M093025**Run Leave AccrualsAbsences are finalized @ 12:00 for B100725 week 1 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.* | 2  | 3 **Pay Day – B092325**Run Reallocation Process.ePAR cutoff for B100725 | 4  |
| 5  | 6 Off-cycle Opens for MF/BF100625 | 7 B100725 – Period ends & paylines are createdOff-cycle Closes for MF/BF100625 @ 3:00 pm.  | 8 Absences are finalized @ 12:00 for B100725 week 2 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.* | 9 ***B100725 – Initial Trial***+ Run & review trial+ Process corrections+ Time Admin run at  12:00 & 3:00 | 10 ***B100725 - 2nd Trial***Last corrections by 2:00TL Last Load @ 5:00.+ Time Admin runs at  12:00 & 3:00Run Reallocation Process. | 11  |
| 12  | 13 ***B100725 - FINAL***Confirm, Distribute & Encumb run. Create ck/adv files | 14 Run your final reports for B100725ePAR cutoff for M103125 | 15 **Pay Day – MF/BF100625**Absences are finalized @ 12:00 for B10215 week 1 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.* | 16 M103125 Paylines are created.Absences are finalized @ 12:00 for M103125 approve before 12:00. – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards* | 17 **Pay Day – B100725**Run Reallocation Process.***M103125 – Trial***+ Run & review trial+ Process correctionsePAR cutoff for B102125 | 18  |
| 19  | 20  | 21 B102125 – Period ends & paylines are created***M103125 - FINAL***Confirm, Distribute & Encumb run. Create ck/adv files  | 22 Absences are finalized @ 12:00 for B102125 week 2 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.*Run your final reports for M103125 | 23 ***B102125 – Initial Trial***+ Run & review trial+ Process corrections+ Time Admin run at  12:00 & 3:00 | 24 ***B102125 - 2nd Trial***Last corrections by 2:00TL Last Load @ 5:00.+ Time Admin runs at  12:00 & 3:00Run Reallocation Process. | 25  |
| 26  | 27 ***B102125 - FINAL***Confirm, Distribute & Encumb run. Create ck/adv files | 28 Run your final reports for B102125Off-cycle Opens for MF/BF102825 | 29 Absences are finalized @ 12:00 for B110425 week 1 – *All high exceptions must be cleared & absences approved before 12:00.**+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 |  |

| [◄ October](#October_2025) | **November 2025** | [December ►](#December_2025" \o "Jump to December) |
| --- | --- | --- |
| **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 – *All high exceptions must be cleared & absences approved before 12:00.**+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 2:00TL Last Load @ 5:00.+ Time Admin runs at  12:00 & 3:00Run Reallocation Process. | 8  |
| 9  | 10 ***B110425 - FINAL***Confirm, Distribute & Encumb run. Create ck/adv files | 11 Run your final reports for B110425Off-cycle Opens for MF/BF111125ePAR cutoff for M113025 | 12 Absences are finalized @ 12:00 for B111825 week 1 – *All high exceptions must be cleared & absences approved before 12:00.**+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. – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards* | 14 **Pay Day – B110425**Run Reallocation Process.***M113025 – Trial***+ Run & review trial+ Process correctionsePAR 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 – *All high exceptions must be cleared & absences approved before 12:00.**+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 2:00TL Last Load @ 5:00.+ Time Admin runs at  12:00 & 3:00Run Reallocation Process. | 22  |
| 23  | 24 ***B111825 - FINAL***Confirm, Distribute & Encumb run. Create ck/adv filesOff-cycle Opens for MF/BF112425 | 25 Run your final reports for B111825Off-cycle Closes for MF/BF112425 @ 3:00 pm.  | 26 **Pay Day – B111825**Run Reallocation Process.Absences are finalized @ 12:00 for B120225 week 1 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.*ePAR cutoff for B120225 | 27 **HOLIDAY** | 28 **HOLIDAY** | 29  |
| 30  |  |

| [◄ November](#November_2025) | **December 2025** | [January ►](https://www.wincalendar.com/Holiday-Calendar/January-2026%22%20%5Co%20%22January%202026) |
| --- | --- | --- |
| **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 – *All high exceptions must be cleared & absences approved before 12:00.**+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 2:00TL Last Load @ 5:00.+ Time Admin runs at  12:00 & 3:00Run Reallocation Process. | 6  |
| 7  | 8 ***B120225 - FINAL***Confirm, Distribute & Encumb run. Create ck/adv filesOff-cycle Opens for MF/BF120825 | 9 Run your final reports for B120225Off-cycle Closes for MF/BF120825 @ 3:00 pm.  | 10 Absences are finalized @ 12:00 for B121625 week 1 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.* | 11  | 12 **Pay Day – B120225**Run Reallocation Process.ePAR cutoff for B121625ePAR cutoff for M123125 | 13  |
| 14  | 15 **Pay Day – MF/BF120825** | 16 B121625 – Period ends & paylines are createdM123125 Paylines are created.Absences are finalized @ 12:00 for M123125 approve before 12:00. – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards* | 17 Absences are finalized @ 12:00 for B121625 week 2 – *All high exceptions must be cleared & absences approved before 12:00.**+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 2:00TL Last Load @ 5:00.+ Time Admin runs at  12:00 & 3:00Run Reallocation Process.Run your final reports for M123125 | 20  |
| 21  | 22 ***B121625 - FINAL***Confirm, Distribute & Encumb run. Create ck/adv filesePAR cutoff for B123025 | 23 Run your final reports for B121625Run Reallocation Process. | 24 **Pay Day – B121625**Absences are finalized @ 12:00 for B123025 week 1 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.***HOLIDAY** | 25 **HOLIDAY** | 26 **HOLIDAY** | 27  |
| 28  | 29 **HOLIDAY** | 30 B123025 – Period ends & paylines are created**HOLIDAY** | 31 Absences are finalized @ 12:00 for B123025 week 2 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.***HOLIDAY** |  |

| [◄ December](https://www.wincalendar.com/Holiday-Calendar/December-2025%22%20%5Co%20%22December%202025) | **January 2026** | [February ►](#February_2026" \o "Jump to 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 filesRun Reallocation Process. | 6 Run your final reports for B123025Run Leave AccrualsOff-cycle Opens for MF/BF010626 | 7 Absences are finalized @ 12:00 for B011326 week 1 – *All high exceptions must be cleared & absences approved before 12:00.**+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 12:00.**+Time Admin is run afterwards.* | 15 **Pay Day – MF/BF010626*****B011326 – Initial Trial – NO 2nd Trial***+ Run & review trial+ Process corrections+ Time Admin run at  12:00 & 3:00ePAR cutoff for M013126 | 16 ***B011326 - FINAL***Confirm, Distribute & Encumb run. Create ck/adv filesRun Reallocation Process. | 17  |
| 18  | 19 **HOLIDAY** | 20 Run your final reports for B011326M013126 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 12:00.**+Time Admin is run afterwards.****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 B013126Off-cycle Opens for MF/BF012626 | 27 B012726 – Period ends & paylines are createdOff-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 12:00.**+Time Admin is run afterwards.* | 29 ***B012726 – Initial Trial***+ Run & review trial+ Process corrections+ Time Admin run at  12:00 & 3:00 | 30 ***B012726 - 2nd Trial***Last corrections by 2:00TL Last Load @ 5:00.+ Time Admin runs at  12:00 & 3:00Run Reallocation Process. | 31  |

| [◄ January](#January_2026) | **February 2026** | [March ►](#March_2026" \o "Jump to March) |
| --- | --- | --- |
| **Sun** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** |
| 1  | 2 **Pay Day – MF/BF012626****& M013126*****B012726 - FINAL***Confirm, Distribute & Encumb run. Create ck/adv files | 3 Run your final reports for B012726Run Leave Accruals | 4 Absences are finalized @ 12:00 for B021026 week 1 – *All high exceptions must be cleared & absences approved before 12:00.**+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 createdOff-cycle Closes for MF/BF020926 @ 3:00 pm.  | 11 Absences are finalized @ 12:00 for B021026 week 2 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.* | 12 ***B021026 – Initial Trial***+ Run & review trial+ Process corrections+ Time Admin run at  12:00 & 3:00 | 13 ***B021026 - 2nd Trial***Last corrections by 2:00TL Last Load @ 5:00.+ Time Admin runs at  12:00 & 3:00Run Reallocation Process.ePAR cutoff for M022826 | 14  |
| 15  | 16 **Pay Day – MF/BF020926*****B021026 - FINAL***Confirm, Distribute & Encumb run. Create ck/adv files | 17 Run your final reports for B021026M022826 Paylines are created.Absences are finalized @ 12:00 for M022826 approve before 12:00. – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards* | 18 Absences are finalized @ 12:00 for B022426 week 1 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.****M022826 – Trial***+ Run & review trial+ Process corrections | 19  | 20 **Pay Day – B021026**Run Reallocation Process.***M022826 - FINAL***Confirm, Distribute & Encumb run. Create ck/adv files ePAR cutoff for B022426 | 21  |
| 22  | 23 Run your final reports for M022826Off-cycle Opens for MF/BF022326 | 24 B022426 – Period ends & paylines are createdOff-cycle Closes for MF/BF022326 @ 3:00 pm.  | 25 Absences are finalized @ 12:00 for B022426 week 2 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.* | 26 ***B022426 – Initial Trial***+ Run & review trial+ Process corrections+ Time Admin run at  12:00 & 3:00 | 27 ***B022426 - 2nd Trial***Last corrections by 2:00TL Last Load @ 5:00.+ Time Admin runs at  12:00 & 3:00Run Reallocation Process. | 28  |

| [◄ February](#February_2026) | **March 2026** | [April ►](#April_2026" \o "Jump to April) |
| --- | --- | --- |
| **Sun** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** |
| 1  | 2 **Pay Day – MF/BF022326****& M022826*****B022426 - FINAL***Confirm, Distribute & Encumb run. Create ck/adv files | 3 Run your final reports for B022426Run Leave Accruals | 4 Absences are finalized @ 12:00 for B031026 week 1 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.* | 5  | 6 **Pay Day – B022426**Run Reallocation Process.Off-cycle Opens for MF/BF030626ePAR 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 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.* | 12 ***B031026 – Initial Trial***+ Run & review trial+ Process corrections+ Time Admin run at  12:00 & 3:00 | 13 ***B031026 - 2nd Trial***Last corrections by 2:00TL Last Load @ 5:00.+ Time Admin runs at  12:00 & 3:00Run Reallocation Process. | 14  |
| 15  | 16 **Pay Day – MF/BF030626*****B031026 - FINAL***Confirm, Distribute & Encumb run. Create ck/adv files | 17 Run your final reports for B031026ePAR cutoff for M033126 | 18 Absences are finalized @ 12:00 for B032426 week 1 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.* | 19 M033126 Paylines are created.Absences are finalized @ 12:00 for M033126 approve before 12:00. – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards* | 20 **Pay Day – B031026**Run Reallocation Process.***M033126 – Trial***+ Run & review trial+ Process correctionsePAR cutoff for B032426 | 21  |
| 22  | 23 ***M033126 - FINAL***Confirm, Distribute & Encumb run. Create ck/adv files  | 24 B032426 – Period ends & paylines are createdOff-cycle Opens for MF/BF032426Off-cycle Closes for MF/BF032426 @ 3:00 pm.  | 25 Absences are finalized @ 12:00 for B032426 week 2 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.*Run your final reports for M033126 | 26 ***B032426 – Initial Trial***+ Run & review trial+ Process corrections+ Time Admin run at  12:00 & 3:00 | 27 ***B032426 - 2nd Trial***Last corrections by 2:00TL Last Load @ 5:00.+ Time Admin runs at  12:00 & 3:00Run Reallocation Process. | 28  |
| 29  | 30 ***B032426 - FINAL***Confirm, Distribute & Encumb run. Create ck/adv files | 31 Run your final reports for B032426 |  |

| [◄ March](#March_2026) | **April 2026** | [May ►](#May_2026" \o "Jump to May) |
| --- | --- | --- |
| **Sun** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** |
|  |  |  | 1 **Pay Day – MF/BF032426****& M033126**Run Leave AccrualsAbsences are finalized @ 12:00 for B040726 week 1 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.* | 2  | 3 **Pay Day – B032426**Run Reallocation Process.ePAR cutoff for B040726 | 4  |
| 5  | 6 Off-cycle Opens for MF/BF040626 | 7 B040726 – Period ends & paylines are createdOff-cycle Closes for MF/BF040626 @ 3:00 pm.  | 8 Absences are finalized @ 12:00 for B040726 week 2 – *All high exceptions must be cleared & absences approved before 12:00.**+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 2:00TL Last Load @ 5:00.+ Time Admin runs at  12:00 & 3:00Run Reallocation Process. | 11  |
| 12  | 13 ***B040726 - FINAL***Confirm, Distribute & Encumb run. Create ck/adv files | 14 Run your final reports for B040726ePAR cutoff for M043026 | 15 **Pay Day – MF/BF040626**Absences are finalized @ 12:00 for B042126 week 1 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.* | 16 M043026 Paylines are created.Absences are finalized @ 12:00 for M043026 approve before 12:00. – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards* | 17 **Pay Day – B040726**Run Reallocation Process.***M043026 – Trial***+ Run & review trial+ Process correctionsePAR cutoff for B042126 | 18  |
| 19  | 20 ***M043026 - FINAL***Confirm, Distribute & Encumb run. Create ck/adv files  | 21 B042126 – Period ends & paylines are createdOff-cycle Opens for MF/BF042126 | 22 Absences are finalized @ 12:00 for B042126 week 2 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.*Run your final reports for M043026Off-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 2:00TL Last Load @ 5:00.+ Time Admin runs at  12:00 & 3:00Run 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 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.* | 30  |  |

| [◄ April](#April_2026) | **May 2026** | [June ►](#June_2026" \o "Jump to June) |
| --- | --- | --- |
| **Sun** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** |
|  |  |  |  |  | 1 **Pay Day – MF/BF042126 , B042126****& M043026**Run Reallocation Process.Run Leave AccrualsePAR cutoff for B050526 | 2  |
| 3  | 4  | 5 B050526 – Period ends & paylines are created | 6 Absences are finalized @ 12:00 for B050526 week 2 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.* | 7 ***B050526 – Initial Trial***+ Run & review trial+ Process corrections+ Time Admin run at  12:00 & 3:00 | 8 ***B050526 - 2nd Trial***Last corrections by 2:00TL Last Load @ 5:00.+ Time Admin runs at  12:00 & 3:00Run Reallocation Process. | 9  |
| 10  | 11 ***B050526 - FINAL***Confirm, Distribute & Encumb run. Create ck/adv filesOff-cycle Opens for MF/BF051126 | 12 Run your final reports for B050526Off-cycle Closes for MF/BF051126 @ 3:00 pm.  | 13 Absences are finalized @ 12:00 for B051926 week 1 – *All high exceptions must be cleared & absences approved before 12:00.**+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. – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards* | 19 B051926 – Period ends & paylines are created***M053126 – Trial***+ Run & review trial+ Process corrections | 20 Absences are finalized @ 12:00 for B051926 week 1 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.* | 21 ***B051926 – Initial Trial – No 2nd Triall***+ Run & review trial+ Process corrections+ Time Admin run at  12:00 & 3:00***M053126 - FINAL***Confirm, Distribute & Encumb run. Create ck/adv files  | 22 ***B051926 - FINAL***Confirm, Distribute & Encumb run. Create ck/adv filesRun 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 B051926Absences are finalized @ 12:00 for B060226 week 1 – *All high exceptions must be cleared & absences approved before 12:00.**+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  |
| 31  |  |

| [◄ May](#May_2026) | **June 2026** | [July ►](#July_2026" \o "Jump to 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 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.* | 4 ***B060226 – Initial Trial***+ Run & review trial+ Process corrections+ Time Admin run at  12:00 & 3:00 | 5 ***B060226 - 2nd Trial***Last corrections by 2:00TL Last Load @ 5:00.+ Time Admin runs at  12:00 & 3:00Run Reallocation Process. | 6  |
| 7  | 8 ***B060226 - FINAL***Confirm, Distribute & Encumb run. Create ck/adv files | 9 Run your final reports for B060226Off-cycle Opens for MF/BF060926 | 10 Absences are finalized @ 12:00 for B061626 week 1 – *All high exceptions must be cleared & absences approved before 12:00.**+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 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.*M063026 Paylines are created.Absences are finalized @ 12:00 for M063026 approve before 12:00. – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards* | 18 ***B061626 – Initial Trial – NO 2nd Trial***+ Run & review trial+ Process corrections+ Time Admin run at  12:00 & 3:00Run Reallocation Process.***M063026 – Trial***+ Run & review trial+ Process corrections | 19 **HOLIDAY** | 20  |
| 21  | 22 ***B061626 - FINAL***Confirm, Distribute & Encumb run. Create ck/adv files | 23 Run your final reports for B061626***M063026 - FINAL***Confirm, Distribute & Encumb run. Create ck/adv files  | 24 Absences are finalized @ 12:00 for B063026 week 1 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.*Run your final reports for M063026Off-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 |  |

| [◄ June](#June_2026) | **July 2026** | [August ►](#August_2026" \o "Jump to August) |
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| **Sun** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** |
|  |  |  | 1 **Pay Day – MF/BF062426****& M063026**Run Leave AccrualsAbsences are finalized @ 12:00 for B063026 week 2 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.* | 2 ***B063026 – Initial Trial – NO 2nd Trial***+ Run & review trial+ Process corrections+ Time Admin run at  12:00 & 3:00Run Reallocation Process. | 3 **HOLIDAY** | 4  |
| 5  | 6 ***B063026 - FINAL***Confirm, Distribute & Encumb run. Create ck/adv files | 7 Run your final reports for B063026Off-cycle Opens for MF/BF070726 | 8 Absences are finalized @ 12:00 for B071426 week 1 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.* | 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 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.* | 16 ***B071426 – Initial Trial***+ Run & review trial+ Process corrections+ Time Admin run at  12:00 & 3:00 | 17 ***B071426 - 2nd Trial***Last corrections by 2:00TL Last Load @ 5:00.+ Time Admin runs at  12:00 & 3:00Run 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 B071426M073126 Paylines are created.Absences are finalized @ 12:00 for M073126 approve before 12:00. – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards* | 22 Absences are finalized @ 12:00 for B072826 week 1 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.****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  |
| 26  | 27 Run your final reports for M073126Off-cycle Opens for MF/BF072726 | 28 B072826 – Period ends & paylines are createdOff-cycle Closes for MF/BF072726 @ 3:00 pm.  | 29 Absences are finalized @ 12:00 for B072826 week 2 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.* | 30 ***B072826 – Initial Trial***+ Run & review trial+ Process corrections+ Time Admin run at  12:00 & 3:00 | 31 ***B072826 - 2nd Trial***Last corrections by 2:00TL Last Load @ 5:00.+ Time Admin runs at  12:00 & 3:00Run Reallocation Process. |  |

| [◄ July](#July_2026) | **August 2026** | [September ►](#September_2026" \o "Jump to September) |
| --- | --- | --- |
| **Sun** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** |
|  |  |  |  |  |  | 1  |
| 2  | 3 **Pay Day – MF/BF072726****& M073126*****B072826 - FINAL***Confirm, Distribute & Encumb run. Create ck/adv files | 4 Run your final reports for B072826Run Leave Accruals | 5 Absences are finalized @ 12:00 for B081126 week 1 – *All high exceptions must be cleared & absences approved before 12:00.**+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 createdOff-cycle Closes for MF/BF081026 @ 3:00 pm.  | 12 Absences are finalized @ 12:00 for B081126 week 2 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.* | 13 ***B081126 – Initial Trial***+ Run & review trial+ Process corrections+ Time Admin run at  12:00 & 3:00 | 14 ***B081126 - 2nd Trial***Last corrections by 2:00TL Last Load @ 5:00.+ Time Admin runs at  12:00 & 3:00Run Reallocation Process.ePAR cutoff for M083126 | 15  |
| 16  | 17 **Pay Day – MF/BF081126*****B081126 - FINAL***Confirm, Distribute & Encumb run. Create ck/adv files | 18 Run your final reports for B081126M083126 Paylines are created.Absences are finalized @ 12:00 for M083126 approve before 12:00. – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards* | 19 Absences are finalized @ 12:00 for B082526 week 1 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.****M083126 – Trial***+ Run & review trial+ Process corrections | 20  | 21 **Pay Day – B081126**Run Reallocation Process.***M083126 - FINAL***Confirm, Distribute & Encumb run. Create ck/adv files ePAR cutoff for B082526 | 22  |
| 23  | 24 Run your final reports for M083126Off-cycle Opens for MF/BF082426 | 25 B082526 – Period ends & paylines are createdOff-cycle Closes for MF/BF082426 @ 3:00 pm.  | 26 Absences are finalized @ 12:00 for B082526 week 2 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.* | 27 ***B082526 – Initial Trial***+ Run & review trial+ Process corrections+ Time Admin run at  12:00 & 3:00 | 28 ***B082526 - 2nd Trial***Last corrections by 2:00TL Last Load @ 5:00.+ Time Admin runs at  12:00 & 3:00Run Reallocation Process. | 29  |
| 30  | 31 ***B082526 - FINAL***Confirm, Distribute & Encumb run. Create ck/adv files |  |