

July 2025 (FY26)

				July 2025 (FY26)		
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 (Day 3) NRA Paperwork due to Payroll	2 (Day 4) Begin reviewing pay calcs for the current pay period. Unit Reviews RPT 810 - Payroll Department Calculation Totals	3 (Day 5) \$ Paycheck issued for PP26	4 (Day 6) Independence Day Holiday	5 (Day 7) Time sheet cut off for all employees for PP26
		HR Transaction Freeze - No Retro Time Adjustments For Any Pay Period	Review Pay Calculations			
6 (Day 8)	7 (Day 9)	8 (Day 10) Last day to create, change, or approve HR transactions for the current pay period. **TRANSACTION DEADLINE IS 5PM** Deduction & Other Documentation due to Payroll	9 (Day 11)	10 (Day 12) SRA & Other Deduction Documentation due to CPB	11 (Day 13)	12 (Day 14) PP01 Ends
Review Pay Calculations				HR Transaction Freeze - No Retro Time Adjustments For Any Pay Period		
13 (Day 1) PP02 Starts	14 (Day 2) Begin creating, changing, and/or approving HR transactions for the current period.	15 (Day 3) NRA Paperwork due to Payroll	16 (Day 4) Begin reviewing pay calcs for the current pay period. Unit Reviews RPT 810 - Payroll Department Calculation Totals	17 (Day 5)	18 (Day 6) \$ Paycheck issued for PP01	19 (Day 7) Time sheet cut off for all employees for PP01
Payroll Blackout		Review Pay Calculations				
20 (Day 8)	21 (Day 9)	22 (Day 10) Last day to create, change, or approve HR transactions for the current pay period. **TRANSACTION DEADLINE IS 5PM** Deduction & Other Documentation due to Payroll	23 (Day 11)	24 (Day 12) SRA & Other Deduction Documentation due to CPB	25 (Day 13)	26 (Day 14) PP02 Ends
Review Pay Calculations			HR Transaction Freeze - No Retro Time Adjustments For Any Pay Period			
27 (Day 1) PP03 Starts	28 (Day 2) Begin creating, changing, and/or approving HR transactions for the current period.	29 (Day 3) NRA Paperwork due to Payroll	30 (Day 4) Begin reviewing pay calcs for the current pay period. Unit Reviews RPT 810 - Payroll Department Calculation Totals	31 (Day 5)		
Payroll Blackout		Review Pay Calculations				
HR Transaction Freeze - No Retro Time Adjustments For Any Pay Period						

August 2025 (FY26)

				August 2025 (FY26)		
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 (Day 6) \$ Paycheck issued for PP02	2 (Day 7) Time sheet cut off for all employees for PP02
					Review Pay Calculations	
3 (Day 8)	4 (Day 9)	5 (Day 10) Last day to create, change, or approve HR transactions for the current pay period. **TRANSACTION DEADLINE IS 5PM** Deduction & Other Documentation due to Payroll	6 (Day 11)	7 (Day 12) SRA & Other Deduction Documentation due to CPB	8 (Day 13)	9 (Day 14) PP03 Ends
			HR Transaction Freeze - No Retro Time Adjustments For Any Pay Period			
Review Pay Calculations					Payroll Blackout	
10 (Day 1) PP04 Starts	11 (Day 2) Begin creating, changing, and/or approving HR transactions for the current period.	12 (Day 3)	13 (Day 4) Begin reviewing pay calcs for the current pay period. Unit Reviews RPT 810 - Payroll Department Calculation Totals	14 (Day 5)	15 (Day 6) \$ Paycheck issued for PP03	16 (Day 7) Time sheet cut off for all employees for PP03
Payroll Blackout		NRA Paperwork due to Payroll				
HR Transaction Freeze - No Retro Time Adjustments For Any Pay Period			Review Pay Calculations			
17 (Day 8)	18 (Day 9)	19 (Day 10) Last day to create, change, or approve HR transactions for the current pay period. **TRANSACTION DEADLINE IS 5PM** Deduction & Other Documentation due to Payroll	20 (Day 11)	21 (Day 12) SRA & Other Deduction Documentation due to CPB	22 (Day 13)	23 (Day 14) PP04 Ends
			HR Transaction Freeze - No Retro Time Adjustments For Any Pay Period			
Review Pay Calculations					Payroll Blackout	
24 (Day 1) PP05 Starts	25 (Day 2) Begin creating, changing, and/or approving HR transactions for the current period.	26 (Day 3)	27 (Day 4) Begin reviewing pay calcs for the current pay period. Unit Reviews RPT 810 - Payroll Department Calculation Totals	28 (Day 5)	29 (Day 6) \$ Paycheck issued for PP04	30 (Day 7) Time sheet cut off for all employees for PP04
Payroll Blackout		NRA Paperwork due to Payroll				
HR Transaction Freeze - No Retro Time Adjustments For Any Pay Period			Review Pay Calculations			
31 (Day 8)						

September 2025 (FY26)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 (Day 9) Labor Day Holiday	2 (Day 10) Last day to create, change, or approve HR transactions for the current pay period. **TRANSACTION DEADLINE IS SPM** Deduction & Other Documentation due to Payroll	3 (Day 11)	4 (Day 12) SRA & Other Deduction Documentation due to CPB	5 (Day 13)	6 (Day 14) PP05 Ends
	HR Transaction Freeze - No Retro Time Adjustments For Any Pay Period					
	Review Pay Calculations				Payroll Blackout	
7 (Day 1) PP06 Starts	8 (Day 2) Begin creating, changing, and/or approving HR transactions for the current period.	9 (Day 3) NRA Paperwork due to Payroll	10 (Day 4) Begin reviewing pay calcs for the current pay period. Unit Reviews RPT 810 - Payroll Department Calculation Totals	11 (Day 5)	12 (Day 6) \$ Paycheck issued for PP05	13 (Day 7) Time sheet cut off for all employees for PP05
Payroll Blackout						
HR Transaction Freeze - No Retro Time Adjustments For Any Pay Period			Review Pay Calculations			
14 (Day 8)	15 (Day 9)	16 (Day 10) Last day to create, change, or approve HR transactions for the current pay period. **TRANSACTION DEADLINE IS SPM** Deduction & Other Documentation due to Payroll	17 (Day 11)	18 (Day 12) SRA & Other Deduction Documentation due to CPB	19 (Day 13)	20 (Day 14) PP06 Ends
Review Pay Calculations			HR Transaction Freeze - No Retro Time Adjustments For Any Pay Period			
Payroll Blackout			Payroll Blackout			
21 (Day 1) PP07 Starts	22 (Day 2) Begin creating, changing, and/or approving HR transactions for the current period.	23 (Day 3) NRA Paperwork due to Payroll	24 (Day 4) Begin reviewing pay calcs for the current pay period. Unit Reviews RPT 810 - Payroll Department Calculation Totals	25 (Day 5)	26 (Day 6) \$ Paycheck issued for PP06	27 (Day 7) Time sheet cut off for all employees for PP06
HR Transaction Freeze - No Retro Time Adjustments For Any Pay Period			Review Pay Calculations			
28 (Day 8)	29 (Day 9)	30 (Day 10) Last day to create, change, or approve HR transactions for the current pay period. **TRANSACTION DEADLINE IS SPM** Deduction & Other Documentation due to Payroll				
Review Pay Calculations						

October 2025 (FY26)

				October 2025 (FY26)		
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 (Day 11)	2 (Day 12)	3 (Day 13)	4 (Day 14)
				SRA & Other Deduction Documentation due to CPB		PP07 Ends
			HR Transaction Freeze - No Retro Time Adjustments For Any Pay Period			
			Review Pay Calculations		Payroll Blackout	
5 (Day 1)	6 (Day 2)	7 (Day 3)	8 (Day 4)	9 (Day 5)	10 (Day 6)	11 (Day 7)
PP08 Starts	Begin creating, changing, and/or approving HR transactions for the current period.		Begin reviewing pay calcs for the current pay period.		\$ Paycheck issued for PP07	
Payroll Blackout		NRA Paperwork due to Payroll	Unit Reviews RPT 810 - Payroll Department Calculation Totals			Time sheet cut off for all employees for PP07
HR Transaction Freeze - No Retro Time Adjustments For Any Pay Period			Review Pay Calculations			
12 (Day 8)	13 (Day 9)	14 (Day 10)	15 (Day 11)	16 (Day 12)	17 (Day 13)	18 (Day 14)
	Indigenous Peoples Day Holiday	Last day to create, change, or approve HR transactions for the current pay period. **TRANSACTION DEADLINE IS 5PM** Deduction & Other Documentation due to Payroll		SRA & Other Deduction Documentation due to CPB		PP08 Ends
			HR Transaction Freeze - No Retro Time Adjustments For Any Pay Period			
Review Pay Calculations					Payroll Blackout	
19 (Day 1)	20 (Day 2)	21 (Day 3)	22 (Day 4)	23 (Day 5)	24 (Day 6)	25 (Day 7)
PP09 Starts	Begin creating, changing, and/or approving HR transactions for the current period.		Begin reviewing pay calcs for the current pay period.		\$ Paycheck issued for PP08	
Payroll Blackout		NRA Paperwork due to Payroll	Unit Reviews RPT 810 - Payroll Department Calculation Totals			Time sheet cut off for all employees for PP08
HR Transaction Freeze - No Retro Time Adjustments For Any Pay Period			Review Pay Calculations			
26 (Day 8)	27 (Day 9)	28 (Day 10)	29 (Day 11)	30 (Day 12)	31 (Day 13)	
		Last day to create, change, or approve HR transactions for the current pay period. **TRANSACTION DEADLINE IS 5PM** Deduction & Other Documentation due to Payroll		SRA & Other Deduction Documentation due to CPB		
			HR Transaction Freeze - No Retro Time Adjustments For Any Pay Period			
Review Pay Calculations			Payroll Blackout			

November 2025 (FY26)

				November 2025 (FY26)		
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 (Day 14)
						PP09 Ends
						HR Transaction Freeze - No Retro Time Adjustments For Any Pay Period
						Payroll Blackout
2 (Day 1) PP10 Starts	3 (Day 2) Begin creating, changing, and/or approving HR transactions for the current period.	4 (Day 3)	5 (Day 4) Begin reviewing pay calcs for the current pay period. Unit Reviews RPT 810 - Payroll Department Calculation Totals	6 (Day 5)	7 (Day 6) \$ Paycheck issued for PP09 NRA 2026 treaty renewal documentation due to Payroll	8 (Day 7) Time sheet cut off for all employees for PP09
Payroll Blackout		NRA Paperwork due to Payroll				
HR Transaction Freeze - No Retro Time Adjustments For Any Pay Period			Review Pay Calculations			
9 (Day 8)	10 (Day 9)	11 (Day 10) Veteran's Day Holiday Earned (Observed 12/29/25) Last day to create, change, or approve HR transactions for the current pay period. **TRANSACTION DEADLINE IS 5PM** Deduction & Other Documentation due to Payroll	12 (Day 11)	13 (Day 12)	14 (Day 13)	15 (Day 14) PP10 Ends
			SRA & Other Deduction Documentation due to CPB			
			HR Transaction Freeze - No Retro Time Adjustments For Any Pay Period			
Review Pay Calculations					Payroll Blackout	
16 (Day 1) PP11 Starts	17 (Day 2) Begin creating, changing, and/or approving HR transactions for the current period.	18 (Day 3) SRA & Other Deduction Documentation due to Payroll for PP11 NRA Paperwork due to Payroll	19 (Day 4) Begin reviewing pay calcs for the current pay period. Unit Reviews RPT 810 - Payroll Department Calculation Totals	20 (Day 5)	21 (Day 6) Last day to create, change, or approve HR transactions for PP11. TRANSACTION DEADLINE IS 5PM** \$ Paycheck issued for PP10 Time sheet cut off for all employees for PP10	22 (Day 7)
Payroll Blackout		HR Transaction Freeze				
HR Transaction Freeze - No Retro Time Adjustments For Any Pay Period			Review Pay Calculations			
23 (Day 8)	24 (Day 9)	25 (Day 10) Deduction & Other Documentation due to Payroll	26 (Day 11)	27 (Day 12) Thanksgiving Day Holiday Observed	28 (Day 13) Thanksgiving Break Holiday Observed	29 (Day 14) PP11 Ends
Review Pay Calculations				Payroll Blackout		
HR Transaction Freeze - No Retro Time Adjustments For Any Pay Period						
30 (Day 1) PP12 Starts						

December 2025 (FY26)

				December 2025 (FY26)		
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 (Day 2) Begin creating, changing, and/or approving HR transactions for the current period.	2 (Day 3) 				

January 2026 (FY26)

				January 2026 (FY26)		
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 (Day 5) New Year's Day Holiday	2 (Day 6) \$ Paycheck issued for PP13	3 (Day 7) Time sheet cut off for all employees for PP13
				Review Pay Calculations		
4 (Day 8)	5 (Day 9)	6 (Day 10) Last day to create, change, or approve HR transactions for the current pay period. **TRANSACTION DEADLINE IS 5PM** Deduction & Other Documentation due to Payroll	7 (Day 11)	8 (Day 12) SRA & Other Deduction Documentation due to CPB	9 (Day 13)	10 (Day 14) PP14 Ends
				HR Transaction Freeze - No Retro Time Adjustments For Any Pay Period		
Review Pay Calculations					Payroll Blackout	
11 (Day 1) PP15 Starts	12 (Day 2) Begin creating, changing, and/or approving HR transactions for the current period.	13 (Day 3)	14 (Day 4) Begin reviewing pay calcs for the current pay period. Unit Reviews RPT 810 - Payroll Department Calculation Totals	15 (Day 5)	16 (Day 6) \$ Paycheck issued for PP14	17 (Day 7) Time sheet cut off for all employees for PP14
Payroll Blackout		NRA Paperwork due to Payroll				
HR Transaction Freeze - No Retro Time Adjustments For Any Pay Period			Review Pay Calculations			
18 (Day 8)	19 (Day 9) Martin Luther King Holiday	20 (Day 10) Last day to create, change, or approve HR transactions for the current pay period. **TRANSACTION DEADLINE IS 5PM** Deduction & Other Documentation due to Payroll	21 (Day 11)	22 (Day 12) SRA & Other Deduction Documentation due to CPB	23 (Day 13)	24 (Day 14) PP15 Ends
			HR Transaction Freeze - No Retro Time Adjustments For Any Pay Period			
Review Pay Calculations					Payroll Blackout	
25 (Day 1) PP16 Starts	26 (Day 2) Begin creating, changing, and/or approving HR transactions for the current period.	27 (Day 3)	28 (Day 4) Begin reviewing pay calcs for the current pay period. Unit Reviews RPT 810 - Payroll Department Calculation Totals	29 (Day 5)	30 (Day 6) \$ Paycheck issued for PP15	31 (Day 7) Time sheet cut off for all employees for PP15
Payroll Blackout		NRA Paperwork due to Payroll				
HR Transaction Freeze - No Retro Time Adjustments For Any Pay Period			Review Pay Calculations			

February 2026 (FY26)

				February 2026 (FY26)		
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 (Day 8)	2 (Day 9)	3 (Day 10) Last day to create, change, or approve HR transactions for the current pay period. <u>**TRANSACTION DEADLINE IS SPM**</u> Deduction & Other Documentation due to Payroll	4 (Day 11)	5 (Day 12) SRA & Other Deduction Documentation due to CPB	6 (Day 13)	7 (Day 14) PP16 Ends
Review Pay Calculations				HR Transaction Freeze - No Retro Time Adjustments For Any Pay Period		
Payroll Blackout				Payroll Blackout		
8 (Day 1) PP17 Starts	9 (Day 2) Begin creating, changing, and/or approving HR transactions for the current period.	10 (Day 3) NRA Paperwork due to Payroll	11 (Day 4) Begin reviewing pay calcs for the current pay period. Unit Reviews RPT 810 - Payroll Department Calculation Totals	12 (Day 5)	13 (Day 6) \$ Paycheck issued for PP16	14 (Day 7) Time sheet cut off for all employees for PP16
HR Transaction Freeze - No Retro Time Adjustments For Any Pay Period				Review Pay Calculations		
15 (Day 8)	16 (Day 9) President's Day Holiday Earned <i>(Observed 12/28/26)</i>	17 (Day 10) Last day to create, change, or approve HR transactions for the current pay period. <u>**TRANSACTION DEADLINE IS SPM**</u> Deduction & Other Documentation due to Payroll	18 (Day 11)	19 (Day 12) SRA & Other Deduction Documentation due to CPB	20 (Day 13)	21 (Day 14) PP17 Ends
Review Pay Calculations				HR Transaction Freeze - No Retro Time Adjustments For Any Pay Period		
Payroll Blackout				Payroll Blackout		
22 (Day 1) PP18 Starts	23 (Day 2) Begin creating, changing, and/or approving HR transactions for the current period.	24 (Day 3) NRA Paperwork due to Payroll	25 (Day 4) Begin reviewing pay calcs for the current pay period. Unit Reviews RPT 810 - Payroll Department Calculation Totals	26 (Day 5)	27 (Day 6) \$ Paycheck issued for PP17	28 (Day 7) Time sheet cut off for all employees for PP17
HR Transaction Freeze - No Retro Time Adjustments For Any Pay Period				Review Pay Calculations		

March 2026 (FY26)

				March 2026 (FY26)		
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 (Day 8)	2 (Day 9)	3 (Day 10) Last day to create, change, or approve HR transactions for the current pay period. **TRANSACTION DEADLINE IS 5PM** Deduction & Other Documentation due to Payroll	4 (Day 11)	5 (Day 12) SRA & Other Deduction Documentation due to CPB	6 (Day 13) NRA Paperwork for PP19 due to Payroll	7 (Day 14) PP018 Ends
				HR Transaction Freeze - No Retro Time Adjustments For Any Pay Period		
Review Pay Calculations					Payroll Blackout	
8 (Day 1) PP19 Starts	9 (Day 2) Begin creating, changing, and/or approving HR transactions for the current period.	10 (Day 3) Deduction & Other Documentation for PP19 due to Payroll	11 (Day 4) Begin reviewing pay calcs for the current pay period. Unit Reviews RPT 810 - Payroll Department Calculation Totals	12 (Day 5)	13 (Day 6) \$ Paycheck issued for PP18	14 (Day 7) Time sheet cut off for all employees for PP18
Payroll Blackout						
HR Transaction Freeze - No Retro Time Adjustments For Any Pay Period			Review Pay Calculations			
15 (Day 8)	16 (Day 9) Spring Break	17 (Day 10) Spring Break Last day to create, change, or approve HR transactions for the current pay period. **TRANSACTION DEADLINE IS 5PM**	18 (Day 11)	19 (Day 12) SRA & Other Deduction Documentation due to CPB	20 (Day 13)	21 (Day 14) PP19 Ends
				HR Transaction Freeze - No Retro Time Adjustments For Any Pay Period		
					Payroll Blackout	
22 (Day 1) PP20 Starts	23 (Day 2) Begin creating, changing, and/or approving HR transactions for the current period.	24 (Day 3) NRA Paperwork due to Payroll	25 (Day 4) Begin reviewing pay calcs for the current pay period. Unit Reviews RPT 810 - Payroll Department Calculation Totals	26 (Day 5)	27 (Day 6) \$ Paycheck issued for PP19	28 (Day 7) Time sheet cut off for all employees for PP19
Payroll Blackout						
HR Transaction Freeze - No Retro Time Adjustments For Any Pay Period			Review Pay Calculations			
29 (Day 8)	30 (Day 9)	31 (Day 10) Last day to create, change, or approve HR transactions for the current pay period. **TRANSACTION DEADLINE IS 5PM** Deduction & Other Documentation due to Payroll				
Review Pay Calculations						

April 2026 (FY26)

				April 2026 (FY26)		
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 (Day 11)	2 (Day 12)	3 (Day 13)	4 (Day 14)
				SRA & Other Deduction Documentation due to CPB		PP020 Ends
			HR Transaction Freeze - No Retro Time Adjustments For Any Pay Period			
			Review Pay Calculations		Payroll Blackout	
5 (Day 1)	6 (Day 2)	7 (Day 3)	8 (Day 4)	9 (Day 5)	10 (Day 6)	11 (Day 7)
PP21 Starts	Begin creating, changing, and/or approving HR transactions for the current period.		Begin reviewing pay calcs for the current pay period.		\$ Paycheck issued for PP20	
Payroll Blackout		NRA Paperwork due to Payroll	Unit Reviews RPT 810 - Payroll Department Calculation Totals			Time sheet cut off for all employees for PP20
HR Transaction Freeze - No Retro Time Adjustments For Any Pay Period			Review Pay Calculations			
12 (Day 8)	13 (Day 9)	14 (Day 10)	15 (Day 11)	16 (Day 12)	17 (Day 13)	18 (Day 14)
		Last day to create, change, or approve HR transactions for the current pay period.				PP21 Ends
		TRANSACTION DEADLINE IS 5PM Deduction & Other Documentation due to Payroll		SRA & Other Deduction Documentation due to CPB		
			HR Transaction Freeze - No Retro Time Adjustments For Any Pay Period			
Review Pay Calculations						Payroll Blackout
19 (Day 1)	20 (Day 2)	21 (Day 3)	22 (Day 4)	23 (Day 5)	24 (Day 6)	25 (Day 7)
PP22 Starts	Begin creating, changing, and/or approving HR transactions for the current period.		Begin reviewing pay calcs for the current pay period.		\$ Paycheck issued for PP21	
Payroll Blackout		NRA Paperwork due to Payroll	Unit Reviews RPT 810 - Payroll Department Calculation Totals			Time sheet cut off for all employees for PP21
HR Transaction Freeze - No Retro Time Adjustments For Any Pay Period			Review Pay Calculations			
26 (Day 8)	27 (Day 9)	28 (Day 10)	29 (Day 11)	30 (Day 12)		
		Last day to create, change, or approve HR transactions for the current pay period.		SRA & Other Deduction Documentation due to CPB		
			HR Transaction Freeze - No Retro Time Adjustments For Any Pay Period			
Review Pay Calculations						

May 2026 (FY26)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 (Day 13)	2 (Day 14) PP022 Ends
					HR Transaction Freeze - No Retro Time Adjustments For Any Pay Period	
					Payroll Blackout	
3 (Day 1) PP23 Starts	4 (Day 2) Begin creating, changing, and/or approving HR transactions for the current period.	5 (Day 3)	6 (Day 4) Begin reviewing pay calcs for the current pay period. Unit Reviews RPT 810 - Payroll Department Calculation Totals	7 (Day 5)	8 (Day 6) \$ Paycheck issued for PP22	9 (Day 7) Time sheet cut off for all employees for PP22
Payroll Blackout		NRA Paperwork due to Payroll				
HR Transaction Freeze - No Retro Time Adjustments For Any Pay Period			Review Pay Calculations			
10 (Day 8)	11 (Day 9)	12 (Day 10) Last day to create, change, or approve HR transactions for the current pay period. **TRANSACTION DEADLINE IS 5PM** Deduction & Other Documentation due to Payroll	13 (Day 11)	14 (Day 12) SRA & Other Deduction Documentation due to CPB	15 (Day 13)	16 (Day 14) PP23 Ends
HR Transaction Freeze - No Retro Time Adjustments For Any Pay Period						
Review Pay Calculations					Payroll Blackout	
17 (Day 1) PP24 Starts	18 (Day 2) Begin creating, changing, and/or approving HR transactions for the current period.	19 (Day 3)	20 (Day 4) Begin reviewing pay calcs for the current pay period. Unit Reviews RPT 810 - Payroll Department Calculation Totals	21 (Day 5)	22 (Day 6) \$ Paycheck issued for PP23	23 (Day 7) Time sheet cut off for all employees for PP23
Payroll Blackout		NRA Paperwork due to Payroll				
HR Transaction Freeze - No Retro Time Adjustments For Any Pay Period			Review Pay Calculations			
24 (Day 8)	25 (Day 9) Memorial Day Holiday	26 (Day 10) Last day to create, change, or approve HR transactions for the current pay period. **TRANSACTION DEADLINE IS 5PM** Deduction & Other Documentation due to Payroll	27 (Day 11)	28 (Day 12) SRA & Other Deduction Documentation due to CPB	29 (Day 13)	30 (Day 14) PP24 Ends
HR Transaction Freeze - No Retro Time Adjustments For Any Pay Period						
Review Pay Calculations					Payroll Blackout	
31 (Day 1) PP25 Starts						
Payroll Blackout						
HR Transaction Freeze - No Retro Time Adjustments For Any Pay Period						

				June 2026 (FY26)		
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 (Day 2) Begin creating, changing, and/or approving HR transactions for the current period.	2 (Day 3)	3 (Day 4) Begin reviewing pay calcs for the current pay period. Unit Reviews RPT 810 - Payroll Department Calculation Totals	4 (Day 5)	5 (Day 6) \$ Paycheck issued for PP24	6 (Day 7) Time sheet cut off for all employees for PP24
	Payroll Blackout	NRA Paperwork due to Payroll		Review Pay Calculations		
	HR Transaction Freeze - No Retro Time Adjustments For Any Pay Period					
7 (Day 8)	8 (Day 9)	9 (Day 10) Last day to create, change, or approve HR transactions for the current pay period. **TRANSACTION DEADLINE IS 5PM** Deduction & Other Documentation due to Payroll	10 (Day 11)	11 (Day 12) SRA & Other Deduction Documentation due to CPB	12 (Day 13)	13 (Day 14) PP25 Ends
Review Pay Calculations			HR Transaction Freeze - No Retro Time Adjustments For Any Pay Period			Payroll Blackout
14 (Day 1) PP26 Starts	15 (Day 2) Begin creating, changing, and/or approving HR transactions for the current period.	16 (Day 3)	17 (Day 4) Begin reviewing pay calcs for the current pay period. Unit Reviews RPT 810 - Payroll Department Calculation Totals	18 (Day 5) \$ Paycheck issued for PP25	19 (Day 6) Juneteenth Holiday	20 (Day 7) Time sheet cut off for all employees for PP25
Payroll Blackout		NRA Paperwork due to Payroll	Review Pay Calculations			
HR Transaction Freeze - No Retro Time Adjustments For Any Pay Period						
21 (Day 8)	22 (Day 9)	23 (Day 10) Last day to create, change, or approve HR transactions for the current pay period. **TRANSACTION DEADLINE IS 5PM** Deduction & Other Documentation due to Payroll	24 (Day 11)	25 (Day 12) SRA & Other Deduction Documentation due to CPB	26 (Day 13)	27 (Day 14) PP26 Ends
Review Pay Calculations			HR Transaction Freeze - No Retro Time Adjustments For Any Pay Period			Payroll Blackout
HR Transaction Freeze - No Retro Time Adjustments For Any Pay Period						
28 (Day 1) PP01 Starts	29 (Day 2) Begin creating, changing, and/or approving HR transactions for the current period.	30 (Day 3)				
Payroll Blackout		NRA Paperwork due to Payroll				
HR Transaction Freeze - No Retro Time Adjustments For Any Pay Period						

July 2026 (FY27)

				July 2026 (FY27)		
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 (Day 4) Begin reviewing pay calcs for the current pay period. Unit Reviews RPT 810 - Payroll Department Calculation Totals	2 (Day 5) \$ Paycheck issued for PP26	3 (Day 6) Independence Day Holiday Observed	4 (Day 7) Time sheet cut off for all employees for PP26
			Review Pay Calculations			
5 (Day 8)	6 (Day 9)	7 (Day 10) Last day to create, change, or approve HR transactions for the current pay period. **TRANSACTION DEADLINE IS 5PM** Deduction & Other Documentation due to Payroll	8 (Day 11)	9 (Day 12) SRA & Other Deduction Documentation due to CPB	10 (Day 13)	11 (Day 14) PP01 Ends
			HR Transaction Freeze - No Retro Time Adjustments For Any Pay Period			
Review Pay Calculations			Payroll Blackout			
12 (Day 1) PP02 Starts	13 (Day 2) Begin creating, changing, and/or approving HR transactions for the current period.	14 (Day 3)	15 (Day 4) Begin reviewing pay calcs for the current pay period. Unit Reviews RPT 810 - Payroll Department Calculation Totals	16 (Day 5)	17 (Day 6) \$ Paycheck issued for PP01	18 (Day 7) Time sheet cut off for all employees for PP01
Payroll Blackout		NRA Paperwork due to Payroll				
HR Transaction Freeze - No Retro Time Adjustments For Any Pay Period			Review Pay Calculations			
19 (Day 8)	20 (Day 9)	21 (Day 10) Last day to create, change, or approve HR transactions for the current pay period. **TRANSACTION DEADLINE IS 5PM** Deduction & Other Documentation due to Payroll	22 (Day 11)	23 (Day 12) SRA & Other Deduction Documentation due to CPB	24 (Day 13)	25 (Day 14) PP02 Ends
			HR Transaction Freeze - No Retro Time Adjustments For Any Pay Period			
Review Pay Calculations			Payroll Blackout			
26 (Day 1) PP03 Starts	27 (Day 2) Begin creating, changing, and/or approving HR transactions for the current period.	28 (Day 3)	29 (Day 4) Begin reviewing pay calcs for the current pay period. Unit Reviews RPT 810 - Payroll Department Calculation Totals	30 (Day 5)	31 (Day 6) \$ Paycheck issued for PP02	
Payroll Blackout		NRA Paperwork due to Payroll				
HR Transaction Freeze - No Retro Time Adjustments For Any Pay Period			Review Pay Calculations			