

Payroll/Off Cycle Processing Schedule - F/Y 2025/2026

PEOPLESFT

JULY 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 OFF Confirm 2PM - OFF TL Entries 3PM-5PM - OFF Edits	2 TL- APRV	3 Issue OFF Warrants TL- APRV AM - APRV	4 HOLIDAY Fourth of July	5
6	7 M07 Paysheets Available EX HRLY LOAD* TL- APRV AM - APRV	8 TL- APRV AM - APRV	9 TL- APRV AM - APRV	10 TL- APRV AM - APRV	11 TL - APRV, LOAD AM - APRV	12
13	14 TL- APRV AM - APRV	15 TL- APRV AM - APRV	16 TL- APRV AM - APRV	17 Pre-Calc1 M07 AM - MORNING LOAD TL - APRV, LOAD	18 Pre-Calc2 M07 Review Payroll Reports TL - APRV, LOAD	19
20	21 Final Calc/Confirm Review Payroll Reports TL - APRV, LOAD	22 Review Payroll Reports	23	24	25	26
27	28	29	30 Payroll Pick-up	31 Issue M07	1	

Off Cycles calculation processes begin at 2:00pm. **Edits** to be completed from 3PM - 5PM.

Final Calc and Off Confirm dates have a 5pm system cutoff for all entries.

*Exception Hourly Schedules loaded on timesheets.

District Days: 11

County Days: 6

Payroll/Off Cycle Processing Schedule - F/Y 2025/2026

PEOPLESOFT

AUGUST 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4 OFF Confirm 2PM - OFF TL Entries 3PM-5PM - OFF Edits	5 TL- APRV	6 Issue OFF Warrants M08 Paysheets Available EX HRLY LOAD* TL- APRV AM - APRV	7 TL- APRV AM - APRV	8 TL- APRV, LOAD AM - APRV	9
10	11 TL- APRV AM - APRV	12 TL- APRV AM - APRV	13 TL- APRV AM - APRV	14 TL- APRV AM - APRV	15 TL- APRV, LOAD AM - APRV	16
17	18 Pre-Calc1 M08 AM - MORNING LOAD TL - APRV, LOAD	19 Pre-Calc2 M08 Review Payroll Reports TL - APRV, LOAD	20 Final Calc/Confirm Review Payroll Reports TL - APRV, LOAD	21 Review Payroll Reports	22	23
24	25	26	27	28 Payroll Pick-up	29 Issue M08	30
31						

Off Cycles calculation processes begin at 2:00pm. **Edits** to be completed from 3PM - 5PM.

Final Calc and Off Confirm dates have a 5pm system cutoff for all entries.

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District Days: 11

County Days: 5

Payroll/Off Cycle Processing Schedule - F/Y 2025/2026

PEOPLESFT

SEPTEMBER 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 HOLIDAY Labor Day	2	3 OFF Confirm 2PM - OFF TL Entries 3PM-5PM - OFF Edits	4 TL- APRV	5 Issue OFF Warrants M09 Paysheets Available EX HRLY LOAD* TL- APRV, LOAD AM - APRV	6
7	8 TL- APRV AM - APRV	9 TL- APRV AM - APRV	10 TL- APRV AM - APRV	11 TL- APRV AM - APRV	12 TL- APRV, LOAD AM - APRV	13
14	15	16 Pre-Calc1 M09 AM - MORNING LOAD TL - APRV, LOAD	17 Pre-Calc2 M09 TL - APRV, LOAD	18 Final Calc/Confirm TL - APRV, LOAD	19 Review Payroll Reports	20 Review Payroll Reports
21	22	23	24	25	26	27
28	29 Payroll Pick-up	30 Issue M09				

Off Cycles calculation processes begin at 2:00pm. **Edits** to be completed from 3PM - 5PM.

Final Calc and Off Confirm dates have a 5pm system cutoff for all entries.

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District Days: 10

County Days: 6

Payroll/Off Cycle Processing Schedule - F/Y 2025/2026

PEOPLESFT

OCTOBER 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 OFF Confirm 2PM - OFF TL Entries 3PM-5PM - OFF Edits	2 TL- APRV	3 Issue OFF Warrants M10 Paysheets Available EX HRLY LOAD* TL- APRV, LOAD	4
5	6 TL- APRV AM - APRV	7 TL- APRV AM - APRV	8 TL- APRV AM - APRV	9 TL- APRV AM - APRV	10 TL- APRV, LOAD AM - APRV	11
12	13 TL- APRV AM - APRV	14 TL- APRV AM - APRV	15 TL- APRV AM - APRV	16 TL- APRV AM - APRV	17 Pre-Calc1 M10 AM - MORNING LOAD TL - APRV, LOAD	18
19	20 Pre-Calc2 M10 Review Payroll Reports TL - APRV, LOAD	21 Final Calc/Confirm Review Payroll Reports TL - APRV, LOAD	22 Review Payroll Reports	23	24	25
26	27	28	29	30 Payroll Pick-up	31 Issue M10	

Off Cycles calculation processes begin at 2:00pm. **Edits** to be completed from 3PM - 5PM.

Final Calc and Off Confirm dates have a 5pm system cutoff for all entries.

*Exception Hourly Schedules loaded on timesheets.

District Days: 13

County Days: 6

Payroll/Off Cycle Processing Schedule - F/Y 2025/2026

PEOPLESFT

NOVEMBER 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2	3 OFF Confirm 2PM - OFF TL Entries 3PM-5PM - OFF Edits	4 TL- APRV	5 Issue OFF Warrants M11 Paysheets Available EX HRLY LOAD* TL- APRV AM - APRV	6 TL- APRV AM - APRV	7 TL- APRV, LOAD AM - APRV	8
9	10 TL- APRV AM - APRV	11 HOLIDAY Veteran's Day	12 TL- APRV AM - APRV	13 Pre-Calc1 M11 AM - MORNING LOAD TL - APRV, LOAD	14 Pre-Calc2 M11 Review Payroll Reports TL - APRV, LOAD	15
16	17 Final Calc/Confirm Review Payroll Reports TL - APRV, LOAD	18 Review Payroll Reports	19	20	21	22
23	24	25 Payroll Pick-up	26 Issue M11	27 HOLIDAY Thanksgiving	28 HOLIDAY Thanksgiving	29
30						

Off Cycles calculation processes begin at 2:00pm. **Edits** to be completed from 3PM - 5PM.

Final Calc and Off Confirm dates have a 5pm system cutoff for all entries.

*Exception Hourly Schedules loaded on timesheets.

District Days: 8

County Days: 5

Payroll/Off Cycle Processing Schedule - F/Y 2025/2026

PEOPLESFT

DECEMBER 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 OFF Confirm 2PM - OFF TL Entries 3PM-5PM - OFF Edits	2 TL- APRV	3 Issue OFF Warrants M12 Paysheets Available EX HRLY LOAD* TL - APRV AM - APRV	4 TL- APRV AM - APRV	5 TL- APRV, LOAD AM - APRV	6
7	8 TL- APRV AM - APRV	9 Pre-Calc1 M12 AM - MORNING LOAD TL - APRV, LOAD	10 Pre-Calc2 M12 Review Payroll Reports TL - APRV, LOAD	11 Final Calc/Confirm Review Payroll Reports TL - APRV, LOAD	12 Review Payroll Reports	13
14	15	16	17	18 Payroll Pick-up	19 Issue M12	20
21	22	23	24 HOLIDAY Winter Holiday	25 HOLIDAY Winter Holiday	26 HOLIDAY Winter Holiday	27
28	29 HOLIDAY Winter Holiday	30 HOLIDAY Winter Holiday	31 HOLIDAY Winter Holiday			

Off Cycles calculation processes begin at 2:00pm. **Edits** to be completed from 3PM - 5PM.

Final Calc and Off Confirm dates have a 5pm system cutoff for all entries.

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District Days: 7

County Days: 4

Payroll/Off Cycle Processing Schedule - F/Y 2025/2026

PEOPLESOFT

JANUARY 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 HOLIDAY Winter Holiday	2 HOLIDAY Winter Holiday	3
4	5 OFF Confirm 2PM - OFF TL Entries 3PM-5PM - OFF Edits	6 TL- APRV	7 Issue OFF Warrants M01 Paysheets Available EX HRLY LOAD* TL- APRV AM - APRV	8 TL- APRV AM - APRV	9 TL - APRV, LOAD AM - APRV	10
11	12 TL- APRV AM - APRV	13 TL- APRV AM - APRV	14 TL- APRV AM - APRV	15 Pre-Calc1 M01 AM - MORNING LOAD TL - APRV, LOAD	16 Pre-Calc2 M01 Review Payroll Reports TL - APRV, LOAD	17
18	19 HOLIDAY Martin Luther King Jr. Day	20 Final Calc/Confirm Review Payroll Reports TL - APRV, LOAD	21 Review Payroll Reports	22	23	24
25	26	27	28	29 Payroll Pick-up	30 Issue M01	31

Off Cycles calculation processes begin at 2:00pm. **Edits** to be completed from 3PM - 5PM.

Final Calc and Off Confirm dates have a 5pm system cutoff for all entries.

*Exception Hourly Schedules loaded on timesheets.

District Days: 9

County Days: 6

Payroll/Off Cycle Processing Schedule - F/Y 2025/2026

PEOPLESOFT

FEBRUARY 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3 OFF Confirm 2PM - OFF TL Entries 3PM-5PM - OFF Edits	4 TL- APRV	5 Issue OFF Warrants M02 Paysheets Available EX HRLY LOAD* TL- APRV AM - APRV	6 TL- APRV, LOAD AM - APRV	7
8	9 TL- APRV AM - APRV	10 TL- APRV AM - APRV	11 TL- APRV AM - APRV	12 Pre-Calc1 M02 AM - MORNING LOAD TL - APRV, LOAD	13 Pre-Calc2 M02 Review Payroll Reports TL - APRV, LOAD	14
15	16 HOLIDAY Presidents' Day	17 Final Calc/Confirm Review Payroll Reports TL - APRV, LOAD	18 Review Payroll Reports	19	20	21
22	23	24	25	26 Payroll Pick-up	27 Issue M02	28

Off Cycles calculation processes begin at 2:00pm. **Edits** to be completed from 3PM - 5PM.

Final Calc and Off Confirm dates have a 5pm system cutoff for all entries.

*Exception Hourly Schedules loaded on timesheets.

District Days: 8

County Days: 6

Payroll/Off Cycle Processing Schedule - F/Y 2025/2026

PEOPLESOFT

MARCH 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3 OFF Confirm	4	5 Issue OFF Warrants M03 Paysheets Available EX HRLY LOAD* TL- APRV AM - APRV	6	7
		2PM - OFF TL Entries 3PM-5PM - OFF Edits	TL- APRV		TL- APRV, LOAD AM - APRV	
8	9	10	11	12	13	14
	TL- APRV AM - APRV	TL- APRV AM - APRV	TL- APRV AM - APRV	TL- APRV AM - APRV	TL- APRV, LOAD AM - APRV	
15	16 Pre-Calc1 M03	17 Pre-Calc2 M03	18 Final Calc/Confirm	19	20	21
	AM - MORNING LOAD					
		Review Payroll Reports	Review Payroll Reports	Review Payroll Reports		
	TL - APRV, LOAD	TL - APRV, LOAD	TL - APRV, LOAD			
22	23	24	25	26	27 Payroll Pick-up	28
29	30 Issue M03	31				
		County Holiday Cesar Chavez Observance				

Off Cycles calculation processes begin at 2:00pm. **Edits** to be completed from 3PM - 5PM.

Final Calc and Off Confirm dates have a 5pm system cutoff for all entries.

*Exception Hourly Schedules loaded on timesheets.

District Days: 10

County Days: 6

Payroll/Off Cycle Processing Schedule - F/Y 2025/2026

PEOPLESOFT

APRIL 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 OFF Confirm 2PM - OFF TL Entries 3PM-5PM - OFF Edits	2 TL - APRV	3 Issue OFF Warrants M04 Paysheets Available EX HRLY LOAD* TL- APRV, LOAD AM - APRV	4
5	6 TL- APRV AM - APRV	7 TL- APRV AM - APRV	8 TL- APRV AM - APRV	9 TL- APRV AM - APRV	10 TL- APRV, LOAD AM - APRV	11
12	13 TL- APRV AM - APRV	14 TL- APRV AM - APRV	15 TL- APRV AM - APRV	16 Pre-Calc1 M04 AM - MORNING LOAD TL - APRV, LOAD	17 Pre-Calc2 M04 Review Payroll Reports TL - APRV, LOAD	18
19	20 Final Calc/Confirm Review Payroll Reports TL - APRV, LOAD	21 Review Payroll Reports	22	23	24	25
26	27	28	29 Payroll Pick-up	30 Issue M04	1	

Off Cycles calculation processes begin at 2:00pm. **Edits** to be completed from 3PM - 5PM.

Final Calc and Off Confirm dates have a 5pm system cutoff for all entries.

*Exception Hourly Schedules loaded on timesheets.

District Days: 12

County Days: 6

Payroll/Off Cycle Processing Schedule - F/Y 2025/2026

PEOPLESOFT

MAY 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4 OFF Confirm 2PM - OFF TL Entries 3PM-5PM - OFF Edits	5 TL - APRV	6 Issue OFF Warrants M05 Paysheets Available EX HRLY LOAD* TL- APRV AM - APRV	7 TL- APRV AM - APRV	8 TL- APRV, LOAD AM - APRV	9
10	11 TL- APRV AM - APRV	12 TL- APRV AM - APRV	13 TL- APRV AM - APRV	14 Pre-Calc1 M05 AM - MORNING LOAD TL - APRV, LOAD	15 Pre-Calc2 M05 Review Payroll Reports TL - APRV, LOAD	16
17	18 Final Calc/Confirm Review Payroll Reports TL - APRV, LOAD	19 Review Payroll Reports	20	21	22	23
24	25 HOLIDAY Memorial Day	26	27	28 Payroll Pick-up	29 Issue M05	30
31						

Off Cycles calculation processes begin at 2:00pm. **Edits** to be completed from 3PM - 5PM.

Final Calc and Off Confirm dates have a 5pm system cutoff for all entries.

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District Days: 9

County Days: 6

Payroll/Off Cycle Processing Schedule - F/Y 2025/2026

PEOPLESFT

JUNE 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3 OFF Confirm	4	5 Issue OFF Warrants M06 Paysheets Available EX HRLY LOAD* TL - APRV,LOAD AM - APRV	6
	TL- APRV AM - APRV	TL- APRV AM - APRV	2PM - OFF TL Entries 3PM-5PM - OFF Edits TL- APRV AM - APRV	TL - APRV		
7	8	9	10	11	12	13
	TL- APRV AM - APRV	TL- APRV AM - APRV	TL- APRV AM - APRV	TL- APRV AM - APRV		
14	15 Pre-Calc1 M06	16 Pre-Calc2 M06	17 Final Calc/Confirm	18	19 HOLIDAY Juneteenth National Independence Day	20
	AM - MORNING LOAD TL - APRV, LOAD	Review Payroll Reports TL - APRV, LOAD	Review Payroll Reports TL - APRV, LOAD	Review Payroll Reports		
21	22	23	24	25	26	27
28	29 Payroll Pick-up	30 Issue M06				

Off Cycles calculation processes begin at 2:00pm. **Edits** to be completed from 3PM - 5PM.

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District Days: 9

County Days: 6

PEOPLESOFT
PAYROLL CALENDAR DATES 2025-2026

MONTH	CYCLE	OFF CYCLE ISSUE DATE	CALC #1 RUN DATE	FINAL CALC / CONFIRM DATE	PAYROLL ISSUE DATE
JUL	M07	07/03/25	07/17/25	07/21/25	07/31/25
AUG	M08	08/06/25	08/18/25	08/20/25	08/29/25
SEP	M09	09/05/25	09/16/25	09/18/25	09/30/25
OCT	M10	10/03/25	10/17/25	10/21/25	10/31/25
NOV	M11	11/05/25	11/13/25	11/17/25	11/26/25
DEC	M12	12/03/25	12/09/25	12/11/25	12/19/25
JAN	M01	01/07/26	01/15/26	01/20/26	01/30/26
FEB	M02	02/05/26	02/12/26	02/17/26	02/27/26
MAR	M03	03/05/26	03/16/26	03/18/26	03/30/26
APR	M04	04/03/26	04/16/26	04/20/26	04/30/26
MAY	M05	05/06/26	05/14/26	05/18/26	05/29/26
JUN	M06	06/05/26	06/15/26	06/17/26	06/30/26

Please Note: Monthly Payroll will run on Various days of the week, pay close attention to your calendar.

Off Cycles calculation processes begin at 2:00pm. Edits to be completed from 3PM - 5PM.

Final Calc and Off Confirm dates have a 5pm system cutoff for all entries.

***Exception Hourly Schedules loaded on timesheets.**

NOTE: Off Cycle Warrants can be picked up from Payroll Services at a specified time on the issue date.

All warrants not picked up will be put in truck mail.