

Payroll/Off Cycle Processing Schedule - F/Y 2026/2027

PEOPLESFT

JULY 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 OFF Confirm 2PM - OFF TL Entries 3PM - 5PM - OFF Edits	2 TL- APRV	3 HOLIDAY Fourth of July	4
5	6 Issue OFF Warrants M07 Paysheets Available EX HRLY LOAD* 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 M07 AM - MORNING LOAD	18
19	20 Pre-Calc2 M07 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 Warrant Distribution	31 Issue M07	

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: 1

County Days: 6

Payroll/Off Cycle Processing Schedule - F/Y 2026/2027

PEOPLESOFT

AUGUST 2026

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 M08 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 TL- APRV AM - APRV	12 TL- APRV AM - APRV	13 TL- APRV AM - APRV	14 TL- APRV, LOAD AM - APRV	15
16	17 Pre-Calc1 M08 AM - MORNING LOAD TL - APRV, LOAD	18 Pre-Calc2 M08 Review Payroll Reports TL - APRV, LOAD	19 Final Calc/Confirm Review Payroll Reports TL - APRV, LOAD	20 Review Payroll Reports	21	22
23	24	25	26	27	28 Warrant Distribution	29
30	31 Issue M08					

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: 1

County Days: 6

Payroll/Off Cycle Processing Schedule - F/Y 2026/2027

PEOPLESFT

SEPTEMBER 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 M09 Paysheets Available EX HRLY LOAD* TL- APRV, LOAD AM - APRV	4 TL- APRV, LOAD AM - APRV	5
6	7 HOLIDAY Labor Day	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 Pre-Calc1 M09 AM - MORNING LOAD	16 Pre-Calc2 M09 Review Payroll Reports	17 Final Calc/Confirm Review Payroll Reports	18 Review Payroll Reports	19
20	21	22	23	24	25	26
27	28	29 Warrant Distribution	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: 1

County Days: 7

Payroll/Off Cycle Processing Schedule - F/Y 2026/2027

PEOPLESFT

OCTOBER 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 OFF Confirm 2PM - OFF TL Entries 3PM-5PM - OFF Edits	2 TL- APRV, LOAD AM - APRV	3
4	5 Issue OFF Warrants M10 Paysheets Available EX HRLY LOAD* TL- APRV AM - APRV	6 TL- APRV AM - APRV	7 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 TL- APRV AM - APRV	16 Pre-Calc1 M10 AM - MORNING LOAD	17
18	19 Pre-Calc2 M10 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	29 Warrant Distribution	30 Issue M10	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: 1

County Days: 6

Payroll/Off Cycle Processing Schedule - F/Y 2026/2027

PEOPLESFT

NOVEMBER 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 OFF Confirm 2PM - OFF TL Entries 3PM-5PM - OFF Edits	3 TL- APRV	4 Issue OFF Warrants M11 Paysheets Available EX HRLY LOAD* TL- APRV AM - APRV	5 TL- APRV AM - APRV	6 TL- APRV, LOAD AM - APRV	7
8	9 TL- APRV AM - APRV	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
15	16 Pre-Calc2 M11 Review Payroll Reports TL - APRV, LOAD	17 Final Calc/Confirm Review Payroll Reports TL - APRV, LOAD	18 Review Payroll Reports	19	20	21
22	23	24 Warrant Distribution	25	26 HOLIDAY Thanksgiving	27 HOLIDAY Thanksgiving	28
29	30 Issue M11					

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: 4

Payroll/Off Cycle Processing Schedule - F/Y 2026/2027

PEOPLESFT

DECEMBER 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 M12 Paysheets Available EX HRLY LOAD* TL - APRV AM - APRV	4 TL- APRV, LOAD AM - APRV	5
6	7 TL- APRV AM - APRV	8 Pre-Calc1 M12 AM - MORNING LOAD TL - APRV, LOAD	9 Pre-Calc2 M12 Review Payroll Reports TL - APRV, LOAD	10 Final Calc/Confirm Review Payroll Reports TL - APRV, LOAD	11 Review Payroll Reports	12
13	14	15	16	17 Warrant Distribution	18 Issue M12	19
20	21	22	23 HOLIDAY Winter Holiday	24 HOLIDAY Winter Holiday	25 HOLIDAY Winter Holiday	26
27	28 HOLIDAY Winter Holiday	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: 6

County Days: 4

Payroll/Off Cycle Processing Schedule - F/Y 2026/2027

PEOPLESFT

JANUARY 2027

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 HOLIDAY Winter Holiday	2
3	4 OFF Confirm 2PM - OFF TL Entries 3PM-5PM - OFF Edits	5 TL- APRV	6 Issue OFF Warrants M01 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 M01 AM - MORNING LOAD TL - APRV, LOAD	15 Pre-Calc2 M01 Review Payroll Reports TL - APRV, LOAD	16
17	18 HOLIDAY Martin Luther King Jr. Day	19 Final Calc/Confirm Review Payroll Reports TL - APRV, LOAD	20 Review Payroll Reports	21	22	23
24	25	26	27	28 Warrant Distribution	29 Issue M01	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 2026/2027

PEOPLESOFT

FEBRUARY 2027

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, LOAD AM - APRV	6
7	8 TL- APRV AM - APRV	9 TL- APRV AM - APRV	10 TL- APRV AM - APRV	11 Pre-Calc1 M02 AM - MORNING LOAD TL - APRV, LOAD	12 Pre-Calc2 M02 Review Payroll Reports TL - APRV, LOAD	13
14	15 HOLIDAY Presidents' Day	16 Final Calc/Confirm Review Payroll Reports TL - APRV, LOAD	17 Review Payroll Reports	18	19	20
21	22	23	24	25 Warrant Distribution	26 Issue M02	27
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.

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District Days: 7

County Days: 6

Payroll/Off Cycle Processing Schedule - F/Y 2026/2027

PEOPLESFT

MARCH 2027

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 M03 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 TL- APRV AM - APRV	16 Pre-Calc1 M03 AM - MORNING LOAD TL - APRV, LOAD	17 Pre-Calc2 M03 Review Payroll Reports TL - APRV, LOAD	18 Final Calc/Confirm Review Payroll Reports TL - APRV, LOAD	19 Review Payroll Reports	20
21	22	23	24	25	26	27
28	29 Warrant Distribution	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.

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District Days: 1

County Days: 6

Payroll/Off Cycle Processing Schedule - F/Y 2026/2027

PEOPLESFT

APRIL 2027

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 OFF Confirm 2PM - OFF TL Entries 3PM-5PM - OFF Edits	2 TL- APRV, LOAD AM - APRV	3
4	5 Issue OFF Warrants M04 Paysheets Available EX HRLY LOAD* TL- APRV AM - APRV	6 TL- APRV AM - APRV	7 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 TL- APRV AM - APRV	16 Pre-Calc1 M04 AM - MORNING LOAD TL - APRV, LOAD	17
18	19 Pre-Calc2 M04 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	29 Warrant Distribution	30 Issue M04	

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

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District Days: 1

County Days: 6

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PEOPLESOFT

MAY 2027

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 M05 Paysheets Available EX HRLY LOAD* TL- APRV AM - APRV	6 TL- APRV - APRV AM	7 TL- APRV, LOAD AM - APRV	8
9	10 TL- APRV AM - APRV	11 TL- APRV AM - APRV	12 TL- APRV AM - APRV	13 TL- APRV - APRV AM	14 TL- APRV, LOAD AM - APRV	15
16	17 Pre-Calc1 M05 AM - MORNING LOAD TL - APRV, LOAD	18 Pre-Calc2 M05 Review Payroll Reports TL - APRV, LOAD	19 Final Calc/Confirm Review Payroll Reports TL - APRV, LOAD	20 Review Payroll Reports	21	22
23	24	25	26	27 Warrant Distribution	28 Issue M05	29
30	31 HOLIDAY Memorial Day					

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

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District Days: 1

County Days: 5

Payroll/Off Cycle Processing Schedule - F/Y 2026/2027

PEOPLESFT

JUNE 2027

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

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District Days: 1

County Days: 7

PEOPLESOFT

PAYROLL CALENDAR DATES 2026-2027

MONTH	CYCLE	OFF CYCLE ISSUE DATE	CALC #1 RUN DATE	FINAL CALC / CONFIRM DATE	PAYROLL ISSUE DATE
JUL	M07	07/06/26	07/17/26	07/21/26	07/31/26
AUG	M08	08/05/26	08/17/26	08/19/26	08/31/26
SEP	M09	09/03/26	09/15/26	09/17/26	09/30/26
OCT	M10	10/05/26	10/16/26	10/20/26	10/30/26
NOV	M11	11/04/26	11/13/26	11/17/26	11/30/26
DEC	M12	12/03/26	12/08/26	12/10/26	12/18/26
JAN	M01	01/06/27	01/14/27	01/19/27	01/29/27
FEB	M02	02/05/27	02/11/27	02/16/27	02/26/27
MAR	M03	03/05/27	03/16/27	03/18/27	03/30/27
APR	M04	04/05/27	04/16/27	04/20/27	04/30/27
MAY	M05	05/05/27	05/17/27	05/19/27	05/28/27
JUN	M06	06/03/27	06/14/27	06/16/27	06/30/27

**** Please Note: Monthly Payroll will run on Various days of the week.**

Please 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.