| [◄ August](#August_2025) | **September 2025** | | | | | [October ►](#October_2025" \o "Jump to October) |
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| **Sun** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** |
|  | 1  **HOLIDAY** | 2  **Pay Day – MF/BF082625**  **& M083125**  Absences are finalized @ 12:00 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 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 – *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 2:00  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 – *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 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 – *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 2:00  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 |  | | | |

| [◄ September](#September_2025) | **October 2025** | | | | | [November ►](#November_2025" \o "Jump to November) |
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| **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 – *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 created  Off-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 2:00  TL Last Load @ 5:00.  + Time Admin runs at  12:00 & 3:00  Run Reallocation Process. | 11 |
| 12 | 13  ***B100725 - FINAL***  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 – *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 corrections  ePAR 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 2:00  TL Last Load @ 5:00.  + Time Admin runs at  12:00 & 3:00  Run Reallocation Process. | 25 |
| 26 | 27  ***B102125 - FINAL***  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 – *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) |
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| **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 2:00  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 – *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 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 – *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 2:00  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 – *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" \o "January 2026) |
| --- | --- | --- | --- | --- | --- | --- |
| **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 2:00  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 – *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 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. – *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 2:00  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 – *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" \o "December 2025) | **January 2026** | | | | | [February ►](#February_2026" \o "Jump to February) |
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| **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 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 & 3:00  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 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 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 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 2:00  TL Last Load @ 5:00.  + Time Admin runs at  12:00 & 3:00  Run 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 B012726  Run 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 created  Off-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 2:00  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**  ***B021026 - FINAL***  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. – *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 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 – *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 2:00  TL Last Load @ 5:00.  + Time Admin runs at  12:00 & 3:00  Run 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 B022426  Run 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/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 – *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 2:00  TL Last Load @ 5:00.  + Time Admin runs at  12:00 & 3:00  Run 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 B031026  ePAR 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 corrections  ePAR cutoff for B032426 | 21 |
| 22 | 23  ***M033126 - FINAL***  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 – *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 2:00  TL Last Load @ 5:00.  + Time Admin runs at  12:00 & 3:00  Run 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) |
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| **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 – *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 created  Off-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 2:00  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 – *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 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 – *All high exceptions must be cleared & absences approved before 12:00.*  *+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 – *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 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 – *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 2:00  TL Last Load @ 5:00.  + Time Admin runs at  12:00 & 3:00  Run Reallocation Process. | 9 |
| 10 | 11  ***B050526 - FINAL***  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 – *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 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 – *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 2:00  TL Last Load @ 5:00.  + Time Admin runs at  12:00 & 3:00  Run Reallocation Process. | 6 |
| 7 | 8  ***B060226 - FINAL***  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 – *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 & 3:00  Run 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 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 |  | | | |

| [◄ June](#June_2026) | **July 2026** | | | | | [August ►](#August_2026" \o "Jump to August) |
| --- | --- | --- | --- | --- | --- | --- |
| **Sun** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** |
|  |  |  | 1  **Pay Day – MF/BF062426**  **& M063026**  Run Leave Accruals  Absences 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 & 3:00  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 – *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 2:00  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. – *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 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 – *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 2:00  TL Last Load @ 5:00.  + Time Admin runs at  12:00 & 3:00  Run 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 B072826  Run 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 created  Off-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 2:00  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**  ***B081126 - FINAL***  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. – *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 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 – *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 2:00  TL Last Load @ 5:00.  + Time Admin runs at  12:00 & 3:00  Run Reallocation Process. | 29 |
| 30 | 31  ***B082526 - FINAL***  Confirm, Distribute & Encumb run.  Create ck/adv files |  | | | | |