

HUMAN RESOURCES DUE DATES **December 2026**

****TENTATIVE**** Schedule could change due to Florida PALM cut over.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2 Supplemental RDS Reports	3 Supplemental EFT Cancel Deadline 10:00 A.M. MAIL SUPPLEMENTAL WARRANTS	4	5
6	7 Supplemental Payday	8 MASS UPLOAD TEMPLATE DUE TO JAC Last day to create direct deposit in People First	9	10 Supplemental payroll due date	11	12
13	14	15	16 Supplemental RDS Reports MONTHLY PAYROLL DUE DATE	17 Supplemental EFT Cancel Deadline 10:00 A.M. MAIL SUPPLEMENTAL WARRANTS	18 LAST DAY TO PROCESS BENEFITS FOR MONTHLY PAYROLL Supplemental payroll due date	19
20	21 Supplemental Payday PROCESS MONTHLY PAYROLL	22 Monthly & CJIP RDS Reports Last day to process: -on-demands -approve current & prior year overpayments ★	23 LAST DAY FOR JANUARY BENEFITS EFFECTIVE DATE NO ON-DEMAND PAYROLL NO DAILY ADJUSTMENTS	24 People First Offline NO ON-DEMAND PAYROLL	25 STATE OBSERVED HOLIDAY OFFICES CLOSED	26
27	28 MAIL MONTHLY WARRANTS People First Offline NO ON-DEMAND PAYROLL NO DAILY ADJUSTMENTS	29 Supplemental Payday People First Offline NO ON-DEMAND PAYROLL NO DAILY ADJUSTMENTS	30 People First Offline NO ON-DEMAND PAYROLL NO DAILY ADJUSTMENTS	31 Monthly & CJIP Payday Classification and Pay Plans due to OPB People First Offline NO ON-DEMAND PAYROLL NO DAILY ADJUSTMENTS	People First will be Offline through January 7. We will be able to begin entering transactions on January 8, 2027.	

Notes:

Red = Payroll Deadlines
Blue = Statutory or other reports due to JAC
SKY BLUE = Updates that are related to PALM

23 WORKDAYS
184 CONTRACTED HOURS