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 Last day to create direct deposit in People First	9	10 Supplemental payroll due date	11	12
13	14 Deadline to submit checks or money orders for employee overpayments	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