

## HUMAN RESOURCES DUE DATES

# January 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 STATE OBSERVED HOLIDAY OFFICES CLOSED	2 Supplemental EFT Cancellation Deadline 10:00 A.M. Mail Supplemental Warrants Agency Prior Qtr Adj Cutoff Ends	3
4 Supplemental Payday	5 LAST DAY TO ADJUST 2025 W-2s MASS UPLOAD TEMPLATE DUE	6	7	8 Supplemental Payroll Due Date	9	10
11	12	13	14 Supplemental RDS Reports	15 Supplemental EFT Cancellation Deadline 10:00 A.M. MAIL SUPPLEMENTAL WARRANTS	16 MONTHLY & CJIP PAYROLL DUE DATE	17
18 STATE OBSERVED HOLIDAY OFFICES CLOSED	19 Supplemental Payday LAST DAY TO PROCESS BENEFITS FOR MONTHLY PAYROLL	20	21	22 Supplemental Payroll Due Date PROCESS MONTHLY PAYROLL	23 Monthly & CJIP RDS Reports Rate Reports	24
25 MAIL MONTHLY WARRANTS	26	27	28 Monthly EFT Cancellation Deadline 10:00 A.M. Supplemental RDS Reports	29 Supplemental EFT Cancellation Deadline 10:00 A.M. Mail Supplemental Warrants	30 LAST DAY FOR FEBRUARY HEALTH ONLY EFFECTIVE DATE Monthly & CJIP Payday	31

Notes:

Red = Payroll Deadlines

Blue = Statutory or other reports due to JAC

22 WORKDAYS

176 CONTRACTED HOURS

# HUMAN RESOURCES DUE DATES

# February 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Supplemental Payday	3 MASS UPLOAD TEMPLATE DUE TO JAC	4	5 Supplemental payroll due date	6	7
8	9	10	11 Supplemental RDS Reports	12 Supplemental EFT Cancellation Deadline 10:00 A.M. MAIL SUPPLEMENTAL WARRANTS	13 Exempt W-4's Expire after Nightly Processing	14
15	16 MONTHLY & CJIP PAYROLL DUE DATE	17 Supplemental Payday LAST DAY TO PROCESS BENEFITS FOR MONTHLY PAYROLL	18	19 Supplemental payroll due date PROCESS MONTHLY PAYROLL	20 Monthly RDS Reports Rate Reports CJIP RDS Reports	21
22	23 MAIL MONTHLY WARRANTS	24	25 10:00 A.M. EFT CANCEL DEADLINE – MONTHLY & CJIP Supplemental RDS Reports	26 Supplemental EFT Cancellation Deadline 10:00 A.M. MAIL SUPPLEMENTAL WARRANTS	27 LAST DAY FOR MARCH HEALTH ONLY EFFECTIVE DATE Monthly & CJIP Payday	28

**Notes:**

Red = Payroll Deadlines

Blue = Statutory or other reports due to JAC

20 WORKDAYS

160 CONTRACTED HOURS

# HUMAN RESOURCES DUE DATES

# March 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Supplemental Payday	3	4	5 Supplemental payroll due date	6	7
8 DAYLIGHT SAVINGS TIME BEGINS	9 MASS UPLOAD TEMPLATE DUE TO JAC	10	11 Supplemental RDS Reports	12 Supplemental EFT Cancellation Deadline 10:00 A.M. MAIL SUPPLEMENTAL WARRANTS	13 <u>Agency Prior Qtr Adi Cutoff Begins</u>	14
15	16 Supplemental Payday	17	18 MONTHLY PAYROLL & CJIP DUE DATE	19 Supplemental payroll due date LAST DAY TO PROCESS BENEFITS FOR MONTHLY PAYROLL	20	21
22	23 PROCESS MONTHLY PAYROLL	24 Monthly RDS Reports Rate Reports CJIP RDS Reports	25 Supplemental RDS Reports MAIL MONTHLY WARRANTS	26 Supplemental EFT Cancellation Deadline 10:00 A.M. MAIL SUPPLEMENTAL WARRANTS	27 Monthly EFT Cancellation Deadline 10:00 A.M.	28
29	30 Supplemental Payday	31 Monthly & CJIP Payday LAST DAY FOR APRIL HEALTH ONLY EFFECTIVE DATE				

Notes:

Red = Payroll Deadlines

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22 WORKDAYS

176 CONTRACTED HOURS

# HUMAN RESOURCES DUE DATES

# April 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 <b>Agency Prior QTR Adj Cutoff Ends</b>	2 <b>Supplemental payroll due date</b>	3	4
5	6	7	8 Supplemental RDS Reports  <b>MASS UPLOAD TEMPLATE DUE TO JAC</b>	9 Supplemental EFT Cancel Deadline 10:00 A.M.  MAIL SUPPLEMENTAL WARRANTS	10	11
12	13 SUPPLEMENTAL PAYDAY	14	15	16 <b>Supplemental payroll due date</b>	17	18
19	20 MONTHLY & CJIP PAYROLL DUE DATE	21 LAST DAY TO PROCESS BENEFITS FOR MONTHLY PAYROLL	22 Supplemental RDS Reports	23 PROCESS MONTHLY PAYROLL Supplemental EFT Cancel Deadline 10:00 A.M.  MAIL SUPPLEMENTAL WARRANTS	24 Monthly & CJIP RDS Reports	25
26	27 Supplemental Payday MAIL MONTHLY WARRANTS	28 10:00 A.M. EFT Cancel Deadline Monthly & CJIP	29 LAST DAY FOR MAY HEALTH ONLY EFT DATE	30 Monthly & CJIP Payday <b>Supplemental payroll due date</b>		

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22 WORKDAYS

176 CONTRACTED HOURS

## HUMAN RESOURCES DUE DATES

# May 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6 Supplemental RDS Reports	7 Supplemental EFT Cancel Deadline 10:00 A.M. MAIL SUPPLEMENTAL WARRANTS MASS UPLOAD TEMPLATE DUE TO JAC	8	9
10	11 Supplemental Payday	12	13	14 Supplemental payroll due date	15 MONTHLY & CJIP PAYROLL DUE DATE	16
17	18 LAST DAY TO PROCESS BENEFITS FOR MONTHLY PAYROLL	19	20 PROCESS MONTHLY PAYROLL Supplemental RDS Reports	21 Supplemental EFT Cancel Deadline 10:00 A.M. Monthly & CJIP RDS Reports MAIL SUPPLEMENTAL WARRANTS	22	23
24	25 STATE OBSERVED HOLIDAY OFFICES CLOSED	26 Supplemental Payday MAIL MONTHLY WARRANTS	27 10:00 A.M. EFT Cancel Deadline – Monthly & CJIP	28 Supplemental payroll due date	29 Monthly & CJIP Payday LAST DAY FOR JUNE HEALTH ONLY EFF DATE	30
31						

### Notes:

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21 WORKDAYS

168 CONTRACTED HOURS

# HUMAN RESOURCES DUE DATES

# June 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3 Supplemental RDS Reports	4 Supplemental EFT Cancel Deadline 10:00 A.M. MAIL SUPPLEMENTAL WARRANTS	5
7	8 Supplemental Payday	9	10 Supplemental payroll due date MASS UPLOAD TEMPLATE DUE TO JAC	11 Agency Prior Qtr Adj Cutoff Begins	12	13
14	15	16 Supplemental RDS Reports	17 Supplemental EFT Cancel Deadline 10:00 A.M. MAIL SUPPLEMENTAL WARRANTS	18 MONTHLY PAYROLL DUE DATE LAST DAY TO PROCESS BENEFITS FOR MONTHLY PAYROLL	19	20
21	22 Supplemental Payday	23 PROCESS MONTHLY PAYROLL	24 Supplemental payroll due date Monthly RDS Reports	25 MAIL MONTHLY WARRANTS	26 10:00 A.M. EFT Cancel Deadline – Monthly & CJIP	27
28	29 FY Rate Reports	30 Monthly & CJIP Payday LAST DAY FOR JULY BENEFITS EFF DATE Supplemental RDS Reports				

Notes:

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22 WORKDAYS

176 CONTRACTED HOURS

# HUMAN RESOURCES DUE DATES

# July 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 <u>Financial Disclosures</u> <u>Due to the Commission</u> <u>on Ethics</u> <b>Supplemental EFT</b> <b>Cancel Deadline 10:00</b> <b>A.M.</b> MAIL SUPPLEMENTAL WARRANTS <u>Agency Prior Qtr Adj</u> <u>Cutoff Ends</u>	2	3 STATE OBSERVED HOLIDAY OFFICES CLOSED	4 Independence Day
5	6 Supplemental Payday	7	8	9 <b>Supplemental payroll</b> <b>due date</b> <b>MASS UPLOAD</b> <b>TEMPLATE DUE TO JAC</b>	10	11
12	13	14	15 Supplemental RDS Reports	16 <b>Supp. EFT Cancel</b> <b>Deadline 10:00 A.M.</b> MAIL SUPPLEMENTAL WARRANTS	17 ASA/APD Termination Reports to the JROs	18
19	20 <b>MONTHLY &amp; CJIP</b> <b>PAYROLL DUE DATE</b>  Supplemental Payday	21 <b>LAST DAY TO PROCESS</b> <b>BENEFITS FOR MONTHLY</b> <b>PAYROLL</b>	22	23 <b>Supplemental payroll</b> <b>due date</b> PROCESS MONTHLY PAYROLL	24 Monthly & CJIP RDS Reports	25
26	27 MAIL MONTHLY WARRANTS	28	29 <b>Supplemental RDS</b> <b>Report</b> <b>10:00 A.M. EFT</b> <b>Cancel Deadline –</b> <b>Monthly &amp; CJIP</b>	30 <b>Supplemental EFT</b> <b>Cancel Deadline 10:00</b> <b>A.M.</b> MAIL SUPPLEMENTAL WARRANTS	31 Monthly & CJIP Payday  <b>LAST DAY FOR AUGUST</b> <b>HEALTH ONLY EFF DATE</b>	

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23 WORKDAYS

184 CONTRACTED HOURS

## HUMAN RESOURCES DUE DATES

# August 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 Supplemental Payday	4	5	6 Supplemental payroll due date	7 <a href="#"><u>OPS Reports Due to OPB</u></a>	8
9	10	11 MASS UPLOAD TEMPLATE DUE TO JAC	12 Supplemental RDS Reports	13 Supplemental EFT Cancel Deadline 10:00 A.M. MAIL SUPPLEMENTAL WARRANTS	14	15
16	17 Supplemental Payday	18	19 MONTHLY PAYROLL DUE DATE	20 Supplemental payroll due date	21 LAST DAY TO PROCESS BENEFITS FOR MONTHLY PAYROLL	22
23	24 PROCESS MONTHLY PAYROLL	25 Monthly & CJIP RDS Reports	26 Supplemental RDS Reports MAIL MONTHLY WARRANTS	27 Monthly & Supplemental EFT Cancel Deadline 10:00 A.M. MAIL SUPPLEMENTAL WARRANTS	28	29
30	31 Monthly & Supplemental Payday LAST DAY FOR SEPTEMBER HEALTH ONLY EFF DATE					

Notes:

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21 WORKDAYS

168 CONTRACTED HOURS

# HUMAN RESOURCES DUE DATES **September 2026**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2 <b>Supplemental payroll due date</b>	3	4 <b>LUMP-SUM BONUS PLANS DUE TO JAC</b>	5
6 <b>STATE OBSERVED HOLIDAY OFFICES CLOSED</b>	7	8	9 Supplemental RDS Reports	10 <b>Supplemental EFT Cancel Deadline 10:00 A.M.</b> MAIL SUPPLEMENTAL WARRANTS MASS UPLOAD TEMPLATE DUE TO JAC	11 <b>Agency Prior Qtr Adj Cutoff Begins</b>	12
13 <b>Supplemental Payday</b>	14	15	16	17 <b>Supplemental payroll due date</b>	18 <b>MONTHLY PAYROLL DUE DATE</b>	19
20 <b>LAST DAY TO PROCESS BENEFITS FOR MONTHLY PAYROLL</b>	21	22	23 Supplemental RDS Reports PROCESS MONTHLY PAYROLL	24 <b>Supplemental EFT Cancel Deadline 10:00 A.M.</b> Monthly & CJIP RDS Reports MAIL SUPPLEMENTAL WARRANTS	25 <b>MAIL MONTHLY WARRANTS</b>	26
27 <b>10:00 A.M. EFT Cancel Deadline Monthly &amp; CJIP Supplemental Payday</b>	28	29	30 <b>Monthly &amp; CJIP Payday</b> <b>LAST DAY FOR OCTOBER HEALTH ONLY EFF DATE</b>			

**Notes:**

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**22 WORKDAYS**

**176 CONTRACTED HOURS**

## HUMAN RESOURCES DUE DATES

# October 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Supplemental payroll due date Agency Prior Qtr Adj. Cutoff Ends	2	3
4	5	6	7 Supplemental RDS Reports	8 Supplemental EFT Cancel Deadline 10:00 A.M. MAIL SUPPLEMENTAL WARRANTS	9 MASS UPLOAD TEMPLATE DUE TO JAC	10
11	12 MASS UPLOAD TEMPLATE DUE TO JAC	13 Supplemental Payday	14	15 Supplemental payroll due date	16	17
18	19 MONTHLY PAYROLL DUE DATE	20 LAST DAY TO PROCESS BENEFITS FOR MONTHLY PAYROLL	21 Supplemental RDS Reports	22 PROCESS MONTHLY PAYROLL Supplemental EFT Cancel Deadline 10:00 A.M. MAIL SUPPLEMENTAL WARRANTS	23 Monthly & CJIP RDS Reports	24
25	26 Supplemental Payday MAIL MONTHLY WARRANTS	27	28 10:00 A.M. EFT Cancel Deadline – Monthly & CJIP	29 Supplemental payroll due date	30 Monthly & CJIP Payday LAST DAY FOR NOVEMBER HEALTH ONLY EFF DATE VEHICLE FRINGE BENEFIT REPORTING PERIOD ENDS	31

Notes:

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22 WORKDAYS

176 CONTRACTED HOURS

## HUMAN RESOURCES DUE DATES

# November 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 <b>STANDARD DAYLIGHT TIME BEGINS</b>	2	3	4 Supplemental RDS Reports	5 Supplemental EFT Cancel Deadline 10:00 A.M. MAIL SUPPLEMENTAL WARRANTS MASS UPLOAD TEMPLATE DUE TO JAC	6 <u><a href="#">TAXABLE FRINGE BENEFITS DUE</a></u>	7
8	9 Supplemental Payday	10	11 <b>STATE OBSERVED HOLIDAY OFFICES CLOSED</b>	12 Supplemental payroll due date	13 <b>MONTHLY PAYROLL DUE DATE</b>	14
15	16 LAST DAY TO PROCESS BENEFITS FOR MONTHLY PAYROLL	17	18 Supplemental RDS Reports PROCESS MONTHLY PAYROLL	19 Monthly & CJIP RDS Reports Supplemental EFT Cancel Deadline 10:00 A.M. MAIL SUPPLEMENTAL WARRANTS	20 <b>MAIL MONTHLY WARRANTS</b>	21
22	23 Supplemental Payday	24 Supplemental payroll due date 10:00 A.M. EFT Cancel Deadline – Monthly & CJIP	25	26 <b>STATE OBSERVED HOLIDAY OFFICES CLOSED</b>	27 <b>STATE OBSERVED HOLIDAY OFFICES CLOSED</b>	28
29	30 Monthly & CJIP Payday LAST DAY FOR DECEMBER BENEFITS EFF DATE					

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21 WORKDAYS

168 CONTRACTED HOURS

# 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 Supplemental Payday	7 MASS UPLOAD TEMPLATE DUE TO JAC	8	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	19
20 Supplemental Payday PROCESS MONTHLY PAYROLL	21 Monthly & CJIP RDS Reports	22 LAST 2026 ON-DEMAND	23	24 NO ON-DEMAND PAYROLL NO DAILY ADJUSTMENTS	25 STATE OBSERVED HOLIDAY OFFICES CLOSED	26
27 MAIL MONTHLY WARRANTS	28 NO ON-DEMAND PAYROLL NO DAILY ADJUSTMENTS	29 NO ON-DEMAND PAYROLL NO DAILY ADJUSTMENTS	30 NO ON-DEMAND PAYROLL NO DAILY ADJUSTMENTS	31 Monthly & CJIP Payday LAST DAY FOR JANUARY BENEFITS EFFECTIVE DATE <u>Classification and Pay Plans due to OPB</u>		

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23 WORKDAYS

184 CONTRACTED HOURS