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MEMORANDUM HR13-2026

To: Agency Administrators
From: Andy Snuggs, Director of Human Resources
Subject: PALM Payroll Transition: Key Dates, Updates, and Reminders
Date: November 23, 2026

With approximately 7 weeks until PALM implementation, the most important takeaway is that **People First and FLAIR will be unavailable from December 23 at 5:00 p.m. until People First returns on January 8, and PALM will go live on January 12.**

Critical Dates

Date	Item
Dec. 2	Last day for HR to submit People First tickets for Direct Deposit updates
Dec. 8	Last day to finalize Direct Deposit updates in People First (this is handled by People First)
Dec. 14	Deadline to submit checks or money orders for employee overpayments
Dec. 16	Monthly payroll due date and deadline for new-hire paperwork
Dec. 17	Deadline for RTF submissions to ensure posting before shutdown
Dec. 21	Payroll runs
Dec. 22	Rate reports distributed to JROs; process on-demand payments
Dec. 23, 5:00 p.m.	Final deadline for W-4 updates; People First and FLAIR go offline
Jan. 8, 2027	People First returns online
Jan. 12, 2027	PALM goes live

Major Updates

Code 200 Transactions

- Code 200 overpayment recoveries cannot be processed during the final week of December while FLAIR is offline.
- Employees with overpayments must provide a **check or money order**.
- Deadline for receipt: **December 14**.

Mass Uploads Suspended

- No mass uploads will be processed in December.
- Submit **PARs** instead to ensure transactions are cleared before payroll processing.

Payroll Reporting

December 21 Payroll Run

- RDS Payroll Reports are expected to begin posting around **3:30 p.m.**
- Reports will likely appear in this order:
    a. Miscellaneous Deduction Register
    b. Payroll Tabulation
    c. Insurance Registers
    d. Payroll Register (last)

December 22

- Remaining RDS reports become available.
- Rate reports issued.
- Final opportunity to:
    - Process on-demand payments

W-4 and Direct Deposit Changes

- After PALM implementation, W-4 and Direct Deposit updates will move from **People First** to **PALM**.
- Additional guidance is expected in December.

Important Reminders

New Hires

- New-hire paperwork must be received by **December 16** for processing before payroll.
- Employees can still be hired during the shutdown period, but entry into People First cannot occur until **January 8, 2027**.

Separation PARs

- Submit separation paperwork by the monthly payroll deadline if an employee separates during the downtime to ensure correct pay processing.

Benefits

- **December 23 at 5:00 p.m.** is the final opportunity for eligible new hires to enroll in benefits effective **January 1**.
- If missed, enrollment must wait until People First returns, and benefits will not become effective until **February 1**.
- During the outage:
    - Chard Snyder accounts will be accessible through the **mobile app only**.
    - The Chard Snyder Service Center will remain open.

Request to Fill (RTFs)

- Last day positions can be posted: **December 19**.
- Internal deadline to receive RTFs: **December 17**.
- Positions can remain advertised during the outage.
- For advertisements intended to stay open throughout the downtime, consider posting through **January 8**, when People First returns.

Action Items for Agencies/JROs

1. Collect and submit any overpayment checks/money orders by **December 14**.
2. Complete W-4 updates before **December 23 at 5:00 p.m.**
3. Submit new-hire paperwork and separation PARs by **December 16**.
4. Use PARs instead of Mass Uploads during December.
5. Plan for no People First or FLAIR access from **December 23 at 5:00 p.m. through January 8**.

This timeline will help minimize payroll and HR processing issues during the transition from People First/FLAIR to PALM.