



**JUSTICE ADMINISTRATIVE
COMMISSION**



Calendars for Year-End

Fiscal Year

2025-26

JUSTICE ADMINISTRATIVE COMMISSION



Year-End Deadlines

MAY 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					May 1	May 2
May 3	May 4	May 5	May 6	May 7	May 8	May 9
May 10	May 11	May 12	May 13	May 14	May 15	May 16
					HR: Monthly Payroll Due Date	
					BDGT:BA Adjustment to Non-Operating Budget(OPB Approval NA) Request Due	
					BDGT:BA Salary Rate Changes Btwn BE's for FY25-26 Request Due	
May 17	May 18	May 19	May 20	May 21	May 22	May 23
		Acctg: Last day to submit advanced payment requests to DFS	HR: May Payroll Processes	HR: Rate Reports and RDS Reports		
May 24	May 25	May 26	May 27	May 28	May 29	May 30
	STATE HOLIDAY OFFICES CLOSED		HR: 10:00 A.M. EFT Cancellation Deadline for Monthly and CJIP pay	BDGT: BA Adjustment to Non-Operating Budget (OPB Approval NA) Submission Deadline.	BDGT: BA 5- Day Unlimited Xfer Request Due	
				BDGT:BA Salary Rate Changes Btwn BE's for FY25-26 Submission Deadline.		
May 31						

Year-End Deadlines

JUNE 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Jun 1	Jun 2	Jun 3	Jun 4	Jun 5	Jun 6
				BDGT: FY2027-28 ALL JRO Annual LBR Meeting, 9:30am Zoom		
			FinS: Financial Statement Workshop		FinS: Declaration of Intent Due	
Jun 7	Jun 8	Jun 9	Jun 10	Jun 11	Jun 12	Jun 13
			BDGT: BA 5- Day Unlimited Xfer Submission Deadline	HR: Agency Prior Qtr Adj Cutoff Begins	BDGT: BA 5% or \$250K Xfer Requests Due	
			HR: Mass Upload Template Due To JAC			
Jun 14	Jun 15	Jun 16	Jun 17	Jun 18	Jun 19	Jun 20
				HR: Monthly Payroll Due Date	Acctg: Deadline for STMS supervisor approval	
Jun 21	Jun 22	Jun 23	Jun 24	Jun 25	Jun 26	Jun 27
	BDGT: BA 5% or \$250K Xfer Submission Deadline Acctg: Last day to submit current year refunds to JAC for processing	Acctg: Last day to submit batch sheets		Acctg: Last day to submit JT requests Acctg: Last day for PCard approvals to be paid with current year funds	Acctg: Last day to submit revenue deposits to JAC for processing Acctg: Warrant cancelation deadline	
		HR: June Payroll Processes	HR: Rate Reports and RDS Reports		HR: 10:00 A.M. EFT Cancellation Deadline for Monthly and CJIP pay	
Jun 28	Jun 29	Jun 30				

Year-End Deadlines

JULY 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			Jul 1	Jul 2	Jul 3	Jul 4
			FinS: New Lease Workbook Due			
			FinS: New SBITA Workbook Due	FinS: Consideration of Fraud Due		
				FinS: Leave Liability Short-Term Factors sent to JROs	STATE HOLIDAY OFFICES CLOSED	
Jul 5	Jul 6	Jul 7	Jul 8	Jul 9	Jul 10	Jul 11
	Acctg: June 30 balances available in FLAIR.		FinS: Capital Asset Reports Due	FinS: Leave Liability Reports Due		
				HR: Mass Upload Template Due To JAC		
Jul 12	Jul 13	Jul 14	Jul 15	Jul 16	Jul 17	Jul 18
		Acctg: Certification forms are due to JAC	FinS: Receivables Due	Acctg: Certification forward report due to the Governor's office		
Jul 19	Jul 20	Jul 21	Jul 22	Jul 23	Jul 24	Jul 25
	HR: Monthly Payroll Due Date			HR: July Payroll Processes	HR: Rate Reports and RDS Reports	
Jul 26	Jul 27	Jul 28	Jul 29	Jul 30	Jul 31	
			HR: 10:00 A.M. EFT Cancellation Deadline for Monthly and CJIP pay			

Year-End Deadlines

AUG 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						Aug 1
Aug 2	Aug 3	Aug 4	Aug 5	Aug 6	Aug 7	Aug 8
	FinS: Trial Balance ran to RDS for JRO's review		Fins: JRO review of Financial Statement Discrepancies Due			
	FinS: Final Financial Statement Forms Sent to JROs					
Aug 9	Aug 10	Aug 11	Aug 12	Aug 13	Aug 14	Aug 15
		FinS: FLAIR Closed	FinS: Final Trial Balance Printed to RDS	FinS: Certification of GASB 87 & 96 Due	FinS: Agency Head Certification Due	
		HR: Mass Upload Template Due To JAC			BDGT: LBR and CIP Templates DUE to Budget Office	
Aug 16	Aug 17	Aug 18	Aug 19	Aug 20	Aug 21	Aug 22
			FinS: JRO review of Schedule of Federal Awards Due			
			HR: Monthly Payroll Due Date			
Aug 23	Aug 24	Aug 25	Aug 26	Aug 27	Aug 28	Aug 29
	HR: August Payroll Processes	HR: Rate Reports and RDS Reports		HR: 10:00 A.M. EFT Cancellation Deadline for Monthly and CJIP pay		
Aug 30	Aug 31					

Year-End Deadlines

SEPT through OCT 16, 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		Sep 1	Sep 2	Sep 3	Sep 4	Sep 5
Sep 6	Sep 7	Sep 8	Sep 9	Sep 10	Sep 11	Sep 12
	STATE HOLIDAY OFFICES CLOSED					
Sep 13	Sep 14	Sep 15	Sep 16	Sep 17	Sep 18	Sep 19
					ACCT: Deadline for CF batches or JT's	
Sep 20	Sep 21	Sep 22	Sep 23	Sep 24	Sep 25	Sep 26
Sep 27	Sep 28	Sep 29	Sep 30	Oct 1	Oct 2	Oct 3
					FinS: Subsequent Events Form Due	
Oct 4	Oct 5	Oct 6	Oct 7	Oct 8	Oct 9	Oct 10
Oct 11	Oct 12	Oct 13	Oct 14	Oct 15	Oct 16	Oct 17
				BDGT: LBR Post to FL Fiscal Portal Deadline	FinS: Agency Representations for ACFR	
					FinS: Agency Representations for Federal Awards Due	

Other Business, General Discussion and Questions

