



One Time Payment (OTP) Tool Schedule

Approvals and Files Deadlines

BIWEEKLY

Work in progress

Payroll Calendar

Published

2026

12/9/2025 3:57:23 PM

Pay Cycle	Pay Period Begin Date	Pay Period End Date	OTP Approval Date	OTP Approval Time	Early Cutoff Override	Paystub Available	Check Date
B1	12/21/2025	1/3/2026	1/6/2026	1:45:00 PM	No	1/12/2026	1/14/2026
B2	1/4/2026	1/17/2026	1/20/2026	1:45:00 PM	No	1/26/2026	1/28/2026
B1	1/18/2026	1/31/2026	2/3/2026	1:45:00 PM	No	2/9/2026	2/11/2026
B2	2/1/2026	2/14/2026	2/17/2026	1:45:00 PM	No	2/23/2026	2/25/2026
B1	2/15/2026	2/28/2026	3/3/2026	1:45:00 PM	No	3/9/2026	3/11/2026
B2	3/1/2026	3/14/2026	3/17/2026	1:45:00 PM	No	3/23/2026	3/25/2026
B1	3/15/2026	3/28/2026	3/31/2026	1:45:00 PM	No	4/6/2026	4/8/2026
B2	3/29/2026	4/11/2026	4/14/2026	1:45:00 PM	No	4/20/2026	4/22/2026
B1	4/12/2026	4/25/2026	4/28/2026	1:45:00 PM	No	5/4/2026	5/6/2026
B2	4/26/2026	5/9/2026	5/12/2026	1:45:00 PM	No	5/18/2026	5/20/2026
B1	5/10/2026	5/23/2026	5/26/2026	1:45:00 PM	No	6/1/2026	6/3/2026
B2	5/24/2026	6/6/2026	6/9/2026	1:45:00 PM	No	6/15/2026	6/17/2026
B1	6/7/2026	6/20/2026	6/23/2026	1:45:00 PM	No	6/29/2026	7/1/2026
B2	6/21/2026	7/4/2026	7/7/2026	1:45:00 PM	No	7/13/2026	7/15/2026
B3	7/5/2026	7/18/2026	7/21/2026	1:45:00 PM	No	7/27/2026	7/29/2026
B1	7/19/2026	8/1/2026	8/4/2026	1:45:00 PM	No	8/10/2026	8/12/2026
B2	8/2/2026	8/15/2026	8/18/2026	1:45:00 PM	No	8/24/2026	8/26/2026
B1	8/16/2026	8/29/2026	9/1/2026	1:45:00 PM	No	9/7/2026	9/9/2026
B2	8/30/2026	9/12/2026	9/15/2026	1:45:00 PM	No	9/21/2026	9/23/2026
B1	9/13/2026	9/26/2026	9/29/2026	1:45:00 PM	No	10/5/2026	10/7/2026
B2	9/27/2026	10/10/2026	10/13/2026	1:45:00 PM	No	10/19/2026	10/21/2026
B1	10/11/2026	10/24/2026	10/27/2026	1:45:00 PM	No	11/2/2026	11/4/2026
B2	10/25/2026	11/7/2026	11/9/2026	1:45:00 PM	No	11/16/2026	11/18/2026
B1	11/8/2026	11/21/2026	11/23/2026	1:45:00 PM	No	11/30/2026	12/2/2026
B2	11/22/2026	12/5/2026	12/8/2026	1:45:00 PM	No	12/14/2026	12/16/2026
B3	12/6/2026	12/19/2026	12/21/2026	1:45:00 PM	No	12/28/2026	12/30/2026
B1	12/20/2026	1/2/2027	1/5/2027	1:45:00 PM	No	1/11/2027	1/13/2027

