



One Time Payment (OTP) Tool Schedule
Approvals and Files Deadlines

MONTHLY

Work in progress

Payroll Calendar

Published

2026

12/23/2025 8:34:07 AM

Pay Cycle	Pay Period Begin Date	Pay Period End Date	OTP Approval Date	OTP Approval Time	Early Cutoff Override	Paystub Available	Check Date
M0	12/1/2025	12/31/2025	12/18/2025	1:45:00 PM	No	12/31/2025	1/2/2026
M0	1/1/2026	1/31/2026	1/22/2026	1:45:00 PM	No	1/28/2026	1/30/2026
M0	2/1/2026	2/28/2026	2/19/2026	1:45:00 PM	No	2/25/2026	2/27/2026
M0	3/1/2026	3/31/2026	3/24/2026	1:45:00 PM	No	3/30/2026	4/1/2026
M0	4/1/2026	4/30/2026	4/23/2026	1:45:00 PM	No	4/29/2026	5/1/2026
M0	5/1/2026	5/31/2026	5/20/2026	1:45:00 PM	No	5/30/2026	6/1/2026
M0	6/1/2026	6/30/2026	6/22/2026	1:45:00 PM	No	6/29/2026	7/1/2026
M0	7/1/2026	7/31/2026	7/23/2026	1:45:00 PM	No	7/29/2026	7/31/2026
M0	8/1/2026	8/31/2026	8/24/2026	1:45:00 PM	No	8/30/2026	9/1/2026
M0	9/1/2026	9/30/2026	9/23/2026	1:45:00 PM	No	9/29/2026	10/1/2026
M0	10/1/2026	10/31/2026	10/22/2026	1:45:00 PM	No	10/28/2026	10/30/2026
M0	11/1/2026	11/30/2026	11/20/2026	1:45:00 PM	No	11/29/2026	12/1/2026
M0	12/1/2026	12/31/2026	12/23/2026	1:45:00 PM	No	1/2/2027	1/4/2027

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Business and Financial Services

