

**OPRS PAYROLL OPERATIONS**

**PeopleSoft Group 2**

**2026 Time Entry Schedule**

| Time & Labor |        |        |                              |                     | Payroll                          |                |                      |                    |                 |            |
|--------------|--------|--------|------------------------------|---------------------|----------------------------------|----------------|----------------------|--------------------|-----------------|------------|
| Pay Period   | Date   |        | Agency PPA Requests Deadline | Time Entry Deadline | Corrections & Approvals Deadline | Presheet Audit | HR / Benefits cutoff | Payroll Processing | Certify Payroll | Check Date |
| 1*           | 14-Dec | 27-Dec | 24-Dec                       | 29-Dec              | 30-Dec                           | 30-Dec         | 30-Dec               | 31-Dec             | 2-Jan           | 9-Jan      |
| 2            | 28-Dec | 10-Jan | 9-Jan                        | 13-Jan              | 14-Jan                           | 14-Jan         | 14-Jan               | 15-Jan             | 16-Jan          | 23-Jan     |
| 3            | 11-Jan | 24-Jan | 23-Jan                       | 27-Jan              | 28-Jan                           | 28-Jan         | 28-Jan               | 29-Jan             | 30-Jan          | 6-Feb      |
| 4            | 25-Jan | 7-Feb  | 6-Feb                        | 10-Feb              | 11-Feb                           | 11-Feb         | 11-Feb               | 12-Feb             | 13-Feb          | 20-Feb     |
| 5            | 8-Feb  | 21-Feb | 20-Feb                       | 24-Feb              | 25-Feb                           | 25-Feb         | 25-Feb               | 26-Feb             | 27-Feb          | 6-Mar      |
| 6            | 22-Feb | 7-Mar  | 6-Mar                        | 10-Mar              | 11-Mar                           | 11-Mar         | 11-Mar               | 12-Mar             | 13-Mar          | 20-Mar     |
| 7            | 8-Mar  | 21-Mar | 20-Mar                       | 24-Mar              | 25-Mar                           | 25-Mar         | 25-Mar               | 26-Mar             | 27-Mar          | 3-Apr      |
| 8            | 22-Mar | 4-Apr  | 3-Apr                        | 7-Apr               | 8-Apr                            | 8-Apr          | 8-Apr                | 9-Apr              | 10-Apr          | 17-Apr     |
| 9            | 5-Apr  | 18-Apr | 17-Apr                       | 21-Apr              | 22-Apr                           | 22-Apr         | 22-Apr               | 23-Apr             | 24-Apr          | 1-May      |
| 10           | 19-Apr | 2-May  | 1-May                        | 5-May               | 6-May                            | 6-May          | 6-May                | 7-May              | 8-May           | 15-May     |
| 11           | 3-May  | 16-May | 15-May                       | 19-May              | 20-May                           | 20-May         | 20-May               | 21-May             | 22-May          | 29-May     |
| 12           | 17-May | 30-May | 29-May                       | 2-Jun               | 3-Jun                            | 3-Jun          | 3-Jun                | 4-Jun              | 5-Jun           | 12-Jun     |
| 13*          | 31-May | 13-Jun | 11-Jun                       | 15-Jun              | 16-Jun                           | 16-Jun         | 16-Jun               | 17-Jun             | 18-Jun          | 26-Jun     |
| 14*          | 14-Jun | 27-Jun | 25-Jun                       | 29-Jun              | 30-Jun                           | 30-Jun         | 30-Jun               | 1-Jul              | 2-Jul           | 10-Jul     |
| 15           | 28-Jun | 11-Jul | 10-Jul                       | 14-Jul              | 15-Jul                           | 15-Jul         | 15-Jul               | 16-Jul             | 17-Jul          | 24-Jul     |
| 16           | 12-Jul | 25-Jul | 24-Jul                       | 28-Jul              | 29-Jul                           | 29-Jul         | 29-Jul               | 30-Jul             | 31-Jul          | 7-Aug      |
| 17           | 26-Jul | 8-Aug  | 7-Aug                        | 11-Aug              | 12-Aug                           | 12-Aug         | 12-Aug               | 13-Aug             | 14-Aug          | 21-Aug     |
| 18           | 9-Aug  | 22-Aug | 21-Aug                       | 25-Aug              | 26-Aug                           | 26-Aug         | 26-Aug               | 27-Aug             | 28-Aug          | 4-Sep      |
| 19           | 23-Aug | 5-Sep  | 4-Sep                        | 8-Sep               | 9-Sep                            | 9-Sep          | 9-Sep                | 10-Sep             | 11-Sep          | 18-Sep     |
| 20           | 6-Sep  | 19-Sep | 18-Sep                       | 22-Sep              | 23-Sep                           | 23-Sep         | 23-Sep               | 24-Sep             | 25-Sep          | 2-Oct      |
| 21           | 20-Sep | 3-Oct  | 2-Oct                        | 6-Oct               | 7-Oct                            | 7-Oct          | 7-Oct                | 8-Oct              | 9-Oct           | 16-Oct     |
| 22           | 4-Oct  | 17-Oct | 16-Oct                       | 20-Oct              | 21-Oct                           | 21-Oct         | 21-Oct               | 22-Oct             | 23-Oct          | 30-Oct     |
| 23           | 18-Oct | 31-Oct | 30-Oct                       | 3-Nov               | 4-Nov                            | 4-Nov          | 4-Nov                | 5-Nov              | 6-Nov           | 13-Nov     |
| 24           | 1-Nov  | 14-Nov | 13-Nov                       | 17-Nov              | 18-Nov                           | 18-Nov         | 18-Nov               | 19-Nov             | 20-Nov          | 27-Nov     |
| 25           | 15-Nov | 28-Nov | 27-Nov                       | 1-Dec               | 2-Dec                            | 2-Dec          | 2-Dec                | 3-Dec              | 4-Dec           | 11-Dec     |
| 26           | 29-Nov | 12-Dec | 11-Dec                       | 15-Dec              | 16-Dec                           | 16-Dec         | 16-Dec               | 17-Dec             | 18-Dec          | 24-Dec     |

Leave Year End Date : 1/09/2027

\*Early Payroll