

PROCESSING CHRISTMAS WEEK

- **Friday, December 19**
 - Time entry Open 9 a.m.
 - Cycle B Off Cycle Check Processing.
 - **ALL** Time must be submitted by end of day. If working Saturday, submit Sat EOD.
- **Monday, December 22**
 - Supervisor's approval time by **Monday, by 2PM**
 - EIBs, Retros: Must be submitted by **Monday NOON**
- **Tuesday, December 23**
 - HR has until 2 p.m. to make adjustments/follow-ups.
- **Wednesday, December 24**
 - Payroll Process starts at 10 a.m.
 - OSC processes pay complete and payroll settlement by 1 p.m.
 - Employee time submission as soon as weekly work is complete.
- **Thursday, December 25, Christmas Day**

Cycle A - Payroll schedule for the January 7 pay date

- **Friday, December 26, Christmas Holiday, Day off**
- **Monday, December 29**
 - **Time Entry opened 9 a.m.,**
 - **Cycle A Off Cycle Check Processing**
 - EIBs, Retros: Must be submitted by **Monday NOON**
 - Supervisor's approval time by **Monday, by 2PM**
- **Tuesday, December 30**
 - HR has until 2 p.m. to make adjustments/follow-ups.
- **Wednesday, December 31**
 - Payroll Process for OSC starts by 2 p.m.
 - OSC processes pay complete and payroll settlement at 3 p.m.
- **Thursday, January 1, 2026 New Year**
- **Friday, January 2, 2026**
 - Time Entry opened 9 a.m., Cycle A Off Cycle Check Processing; **ALL** Time must be submitted by end of day. If working Saturday, submit Sat EOD.