

# October 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
September 27	28	29	30	October 1	2	3
	Employee Time Submission Supervisor approval by EOD	Pay Input (EIB) 2 pm Deadline	A – Paydate Time Entry Locked 2pm	Payroll Completed	Time Entry opened 9am -B Off Cycle Check Processing-A	
	Cycle B Time & Attendance				Cycle A – Time and Attendance	
	Cycle A – Maintenance				Cycle B – Maintenance	
4	5	6	7	8	9	10
	Employee Time Submission Supervisor approval by EOD	Pay Input (EIB) 2 pm Deadline	B – Paydate Time Entry Locked 2pm	Payroll Completed	Employee Time Submission by EOD Time Entry opened 9am -A Off Cycle Check Processing-B	Employee Time Submission By EOD for Sat. Work
	Cycle A – Time and Attendance				Cycle B Time & Attendance	
	Cycle B – Maintenance				Cycle A – Maintenance	
11	12	13	14	15	16	17
	Indigenous Peoples Day 	Pay Input (EIB) 2 pm Deadline Supervisor approval in A.M.	A – Paydate Time Entry Locked 2pm	Payroll Completed	Time Entry opened 9am -B Off Cycle Check Processing-A	
		Cycle B Time & Attendance			Cycle A – Time and Attendance	
		Cycle A – Maintenance			Cycle B – Maintenance	
18	19	20	21	22	23	24
	Employee Time Submission Supervisor approval by EOD	Pay Input (EIB) 2 pm Deadline	B – Paydate Time Entry Locked 2pm	Payroll Completed	Time Entry opened 9am -A Off Cycle Check Processing-B	
	Cycle A – Time and Attendance				Cycle B Time & Attendance	
	Cycle B – Maintenance				Cycle A – Maintenance	
25	26	27	28	29	30	31
	Employee Time Submission Supervisor approval by EOD	Pay Input (EIB) 2 pm Deadline	A – Paydate Time Entry Locked 2pm	Payroll Completed	Time Entry opened 9am -B Off Cycle Check Processing-A	
	Cycle B Time & Attendance				Cycle A – Time and Attendance	
	Cycle A – Maintenance				Cycle B – Maintenance	