


October 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
September 27	28	29	30	October 1	2	3	
	Employee Time Submission by 11 am	Retro Processing by 12:00 PM Pay Input (EIB) 2 pm Deadline Supervisor approval by 2 pm	A – Paydate Time Tracking Lockdown 2pm	12:00PM Payroll Settlement	Time Entry Cycle B open 9am Off Cycle Check Processing-A by 9 am		
	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 by 11 am	Retro Processing by 12:00 PM Pay Input (EIB) 2 pm Deadline Supervisor approval by 2 pm	B– Paydate Time Tracking Lockdown 2pm	12:00PM Payroll Settlement	Time Entry Cycle A Open 9am Off Cycle Check Processing-B by 9 am	Employee Time Submission Supervisor Approval	
	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 	Retro Processing by 12:00 PM Pay Input (EIB) 2 pm Deadline Supervisor approval by 2 pm	A – Paydate Time Tracking Lockdown 2pm	12:00PM Payroll Settlement	Time Entry Cycle B open 9am Off Cycle Check Processing-A by 9 am		
		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 by 11 am	Retro Processing by 12:00 PM Pay Input (EIB) 2 pm Deadline Supervisor approval by 2 pm	B– Paydate Time Tracking Lockdown 2pm	12:00PM Payroll Settlement	Time Entry Cycle A Open 9am Off Cycle Check Processing-B by 9 am		
	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 by 11 am	Retro Processing by 12:00 PM Pay Input (EIB) 2 pm Deadline Supervisor approval by 2 pm	A – Paydate Time Tracking Lockdown 2pm	12:00PM Payroll Settlement	Time Entry Cycle B open 9am Off Cycle Check Processing-A by 9 am		
	Cycle B Time & Attendance				Cycle A – Time and Attendance		
	Cycle A – Maintenance					Cycle B – Maintenance	