|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| September | | | |  | | | |
|  | | | | 2025 | | | |
|  | | | |  | | | |
| Sunday | Monday | Tuesday | Wednesday | | Thursday | Friday | Saturday | |
|  | 1 | 2 | 3 | | 4 | 5 | 6 | |
|  | **OLS FY26 Payroll Begin**  **All Hazards Payrolls Begin (1 – 15 SEP)**  **CAPPS down - Holiday** | **OLS File to OSA (30 JUL – 31 AUG pay period)**  **CAPPS down – FYE (possible)** | **All Hazards File to OSA (16 – 31 AUG pay period)**  **OSA OLS Processing** | | **OSA OLS and All Hazards processing** | **OSA OLS and All Hazards processing** |  | |
| 7 | 8 | 9 | 10 | | 11 | 12 | 13 | |
|  | **All Hazards Pay Date (16–31 AUG pay period)**  **OLS AUG Pay Date** | **OLS AUG Pay Date** |  | |  |  |  | |
| 14 | 15 | 16 | 17 | | 18 | 19 | 20 | |
|  | **All Hazards Payrolls End (1 SEP – 15 SEP)** | **All Hazards Payrolls Begin (16 -30 SEP)** | **All Hazards File to OSA (1– 15 SEP pay period)** | | **OSA processing All Hazards** | **OSA Processing All Hazards** |  | |
| 21 | 22 | 23 | 24 | | 25 | 26 | 27 | |
|  | **All Hazards Pay Date (1-15 SEP pay period)** |  |  | |  |  |  | |
| 28 | 29 | 30 |  | |  |  |  | |
|  | **OLS Payroll Closeout SEP Day 1** | **OLS Payroll Closeout SEP Day 2**  **All Hazards Payrolls End (16 -30 SEP)** |  | |  |  |  | |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| October | | | |  | | | |
|  | | | | 2025 | | | |
|  | | | |  | | | |
| Sunday | Monday | Tuesday | Wednesday | | Thursday | Friday | Saturday | |
|  |  |  | 1 | | 2 | 3 | 4 | |
|  |  |  | **OLS Payroll Closeout SEP Day 3**  **All Hazards Payrolls Begin (1 – 15 OCT)** | | **OLS File to OSA (1 SEP – 1 OCT pay period)** | **All Hazards File to OSA (16–31 SEP pay period)**  **OSA OLS Processing** |  | |
| 5 | 6 | 7 | 8 | | 9 | 10 | 11 | |
|  | **OSA processing** | **OSA Processing**  **OLS SEP Pay Date** | **All Hazards Pay Date (16–30 SEP pay period)**  **OLS SEP Pay Date** | |  |  |  | |
| 12 | 13 | 14 | 15 | | 16 | 17 | 18 | |
|  |  |  | **All Hazards Payrolls End (1 – 15 OCT)** | | **All Hazards Payrolls Begin (16 – 31 OCT)** | **All Hazards File to OSA (1– 15 OCT pay period)** |  | |
| 19 | 20 | 21 | 22 | | 23 | 24 | 25 | |
|  | **OSA Processing All Hazards** | **OSA Processing All Hazards** | **All Hazards Pay Date (1-15 OCT pay period)** | |  |  |  | |
| 26 | 27 | 28 | 29 | | 30 | 31 |  | |
|  |  |  | **OLS Payroll Closeout OCT Day 1** | | **OLS Payroll Closeout OCT Day 2** | **OLS Payroll Closeout OCT Day 3**  **All Hazards Payrolls End (16 – 31 OCT)** |  | |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| November | | | |  | | | |
|  | | | | 2025 | | | |
|  | | | |  | | | |
| Sunday | Monday | Tuesday | Wednesday | | Thursday | Friday | Saturday | |
|  |  |  |  | |  |  | 1 | |
|  |  |  |  | |  |  | **All Hazards Payrolls Begin (1 – 15 NOV)** | |
| 2 | 3 | 4 | 5 | | 6 | 7 | 8 | |
|  | **OLS File to OSA (30 SEP–31OCT pay period)** | **All Hazards File to OSA (16–31 OCT pay period)**  **OSA OLS Processing** | **OSA Processing** | | **OSA Processing**  **OLS OCT Pay Date** | **All Hazards Pay Date (16–31 OCT pay period)**  **OLS OCT Pay Date** |  | |
| 9 | 10 | 11 | 12 | | 13 | 14 | 15 | |
|  |  | **CAPPS Down – Holiday** |  | |  |  | **All Hazards Payrolls End (1 – 15 NOV)** | |
| 16 | 17 | 18 | 19 | | 20 | 21 | 22 | |
| **All Hazards Payrolls Begin (16 – 30 NOV)** | **All Hazards File to OSA (1-15 NOV pay period)** | **OSA Processing All Hazards** | **OSA processing All Hazards** | | **All Hazards Pay Date (1-15 NOV pay period)** |  |  | |
| 23 | 24 | 25 | 26 | | 27 | 28 | 29 | |
|  |  |  |  | | **CAPPS Down – Holiday** | **CAPPS Down – Holiday** | **OLS Payroll Closeout NOV Day 1** | |
| 30 |  |  |  | |  |  |  | |
| **OLS Payroll Closeout NOV Day 2**  **All Hazards Payrolls End (16 – 30 NOV)** |  |  |  | |  |  |  | |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| December | | | |  | | | |
|  | | | | 2025 | | | |
|  | | | |  | | | |
| Sunday | Monday | Tuesday | Wednesday | | Thursday | Friday | Saturday | |
|  | 1 | 2 | 3 | | 4 | 5 | 6 | |
|  | **OLS Payroll Closeout NOV Day 3**  **All Hazards Payrolls Begin (1 – 15 DEC)** | **OLS File to OSA (30 OCT–1 DEC pay period)** | **All Hazards File to OSA (16–30 NOV pay period)**  **OSA OLS Processing** | | **OSA processing** | **OSA Processing**  **OLS Nov Pay Date** |  | |
| 7 | 8 | 9 | 10 | | 11 | 12 | 13 | |
|  | **All Hazards Pay Date (16–30 NOV pay period)**  **OLS NOV Pay Date** |  |  | |  |  |  | |
| 14 | 15 | 16 | 17 | | 18 | 19 | 20 | |
|  | **All Hazards Payrolls End (1 – 15 DEC)** | **All Hazards Payrolls Begin (16 – 31 DEC)** | **All Hazards File to OSA (1-15 DEC pay period)** | | **OSA processing** | **OSA processing** |  | |
| 21 | 22 | 23 | 24 | | 25 | 26 | 27 | |
|  | **All Hazards Pay Date (1-15 DEC pay period)**  **LAST CY25 PAY DATE** |  | **CAPPS Down – Holiday** | | **CAPPS Down – Holiday** | **CAPPS Down – Holiday** |  | |
| 28 | 29 | 30 | 31 | |  |  |  | |
|  | **OLS Payroll Closeout DEC Day 1** | **OLS Payroll Closeout DEC Day 2** | **OLS Payroll Closeout DEC Day**  **All Hazards Payrolls End (16 – 31 DEC)** | |  | Due to CYE processing, 12/22 is the last pay date of the year. Any pay submissions received after 12/17 will be paid in January, 2026 |  | |