|  |  |
| --- | --- |
| 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)** |  |  |  |  |

|  |  |
| --- | --- |
| 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)** |  |

|  |  |
| --- | --- |
| 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)** |  |  |  |  |  |  |

|  |  |
| --- | --- |
| 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 |  |