

December, 2024

Workday Processing Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4-Jan 5pm BT Deadline for Run 2	5 NOON Agy Interface File Due	6 Exception reports Time submit and approve Cutoff	7
8 Nov Time entry lock 5pm Mass submit approve time	9 Complete Retro November - Run 2 No Daily Check Processing WD PROCESSING - ALL DAY	10 Send ACH file 9:15am Load SFMA Load Datamart No Daily Check Processing	11 Post to SFMA	12 Nov Retro Datamart Available	13 PAYDAY	14
15	16 OSGP integration	17	18 Pre-note Deadline	19	20 5pm BT Deadline for Run 1 Parking integration SEIU/AFSCME Dues integration	21
22	23 NOON Agy Interface File Due	24 Exception reports Time submit and approve Cutoff	25 Christmas Day (Observed) State Holiday	26 Close December- Run 1 No Daily Check Processing WD PROCESSING - ALL DAY	27 Send ACH file Load SFMA Load Datamart No Daily Check Processing	28
29	30 Post to SFMA No Daily Check Processing	31 Dec Datamart Available Pre-note Deadline No Daily Check Processing	Please note PEBB runs at 4am daily			

January, 2025

Workday Processing Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Please note PEBB runs at 4am daily		1 NEW YEARS DAY (Observed) State Holiday	2 PAYDAY	3	4
5	6 5pm BT Deadline for Run 2	7 NOON Agy Interface File Due	8 Exception reports Time submit and approve Cutoff Dec Time entry lock 5pm Mass submit/approve time	9 Complete Retro December - Run 2 No Daily Check Processing WD PROCESSING - ALL DAY	10 Send ACH file 9:15am Load SFMA Load Datamart No Daily Check Processing	11
12	13 Post to SFMA	14 Dec Retro Datamart Available	15 PAYDAY	16 Pre-note Deadline OSGP integration	17	18
19	20 Parking integration Martin Luther King Day State Holiday	21 SEIU/AFSCME Dues integration	22 5pm BT Deadline for Run 1	23 NOON Agy Interface File Due	24 Exception reports Time submit and approve Cutoff	25
26	27 Close January - Run 1 No Daily Check Processing WD PROCESSING - ALL DAY	28 Send ACH file 9:15am Load SFMA Load Datamart No Daily Check Processing	29 Post to SFMA	30 Jan Datamart Available	31 PAYDAY Pre-note Deadline	

February, 2025

Workday Processing Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Please note PEBB runs at 4am daily					1
2	3	4	5	6	7	8
			5pm BT Deadline for Run 2	NOON Agy Interface File Due	Exception reports Time submit and approve Cutoff	
9	10	11	12	13	14	15
Jan Time entry lock 5pm Mass submit approve time	Complete Retro January - Run 2 No Daily Check Processing WD PROCESSING - ALL DAY	Send ACH file 9:15am Load SFMA Load Datamart No Daily Check Processing	Post to SFMA	Jan Retro Datamart Available Pre-note Deadline	PAYDAY	
16	17	18	19	20	21	22
OSGP integration	President's Day State Holiday		5pm BT Deadline for Run 1	NOON Agy Interface File Due Parking integration SEIU/AFSCME Dues integration	Exception reports Time submit and approve Cutoff	
23	24	25	26	27	28	
	Close February - Run 1 No Daily Check Processing WD PROCESSING - ALL DAY	Send ACH file 9:15am Load SFMA Load Datamart No Daily Check Processing	Post to SFMA	Feb Datamart Available	PAYDAY Pre-note Deadline	

March, 2025

Workday Processing Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Please note PEBB runs at 4am daily					1
2	3	4	5	6	7	8
			5pm BT Deadline for Run 2	NOON Agy Interface File Due	Exception reports Time submit and approve Cutoff	
9	10	11	12	13	14	15
Feb Time entry lock 5pm Mass Submit approve time	Complete Retro February - Run 2 No Daily Check Processing WD PROCESSING - ALL DAY	Send ACH file 9:15am Load SFMA Load Datamart No Daily Check Processing	Post to SFMA	Feb Retro Datamart Available	PAYDAY	
16	17	18	19	20	21	22
OSGP integration		Pre-note Deadline		Parking integration SEIU/AFSCME Dues integration	5pm BT Deadline for Run 1	
23	24	25	26	27	28	29
	NOON Agy Interface File Due	Exception reports Time submit and approve Cutoff	Close March - Run 1 No Daily Check Processing WD PROCESSING - ALL DAY	Send ACH file 9:15am Load SFMA Load Datamart	Post to SFMA	
30	31			No Daily Check Processing		
	Mar Datamart Available					

April, 2025

Workday Processing Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 PAYDAY Pre-note Deadline	2	3	4 5pm BT Deadline for Run 2	5
6	7 NOON Agy Interface File Due	8 Exception reports Time submit and approve Cutoff March Time entry lock 5pm Mass submit/approve time	9 Complete Retro March - Run 2 No Daily Check Processing WD PROCESSING - ALL DAY	10 Send ACH file 9:15am Load SFMA Load Datamart No Daily Check Processing	11 Post to SFMA	12
13	14 Mar Retro Datamart Available	15 PAYDAY	16 OSGP Integration	17 Pre-note Deadline	18	19
20 Parking integrati	21 SEIU/AFSCME Dues integration	22 5pm BT Deadline for Run 1	23 NOON Agy Interface File Due	24 Exception reports Time submit and approve Cutoff	25 Close April - Run 1 No Daily Check Processing WD PROCESSING - ALL DAY	26
27	28 Send ACH file 9:15am Load SFMA Load Datamart No Daily Check Processing	29 Post to SFMA	30 Apr Datamart Available	Please note PEBB runs at 4am daily		

May, 2025

Workday Processing Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Please note PEBB runs at 4am daily			1 PAYDAY Pre-note Deadline	2	3
4	5	6 5pm BT Deadline for Run 2	7 NOON Agy Interface File Due	8 Exception reports Time submit and approve Cutoff April Time entry lock 5pm Mass submit/approve time	9 Complete Retro Apr - Run 2 No Daily Check Processing WD PROCESSING - ALL DAY	10
11	12 Send ACH file 9:15am Load SFMA Load Datamart No Daily Check Processing	13 Post to SFMA	14 Apr Retro Datamart Available	15 PAYDAY Pre-note Deadline	16 OSGP integration	17
18	19	20 5pm BT Deadline for Run 1 Parking integration SEIU/AFSCME Dues integration	21 NOON Agy Interface File Due	22 Exception reports Time submit and approve Cutoff	23 Close May - Run 1 No Daily Check Processing WD PROCESSING - ALL DAY	24
25	26 Memorial Day State Holiday	27 Send ACH file 9:15am Load SFMA Load Datamart No Daily Check Processing	28 Post to SFMA	29 May Datamart Available	30 PAYDAY Pre-note Deadline	31

June, 2025

Workday Processing Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1		3	4	5	6	7
			5pm BT Deadline for Run 2	NOON Agy Interface File Due	Exception reports Time submit and approve Cutoff	
8	9	10	11	12	13	14
May Time entry lock 5pm Mass Submit approve time	Complete Retro May - Run 2 No Daily Check Processing WD PROCESSING - ALL DAY	Send ACH file 9:15am Load SFMA Load Datamart No Daily Check Processing	Post to SFMA	May Retro Datamart Available	PAYDAY	
15	16	17	18	19	20	21
	Prenote deadline OSGP integration			Juneteenth Holiday State Holiday	5pm BT Deadline for Run 1 Parking integration SEIU/AFSCME Dues integration	
22	23	24	25	26	27	28
	NOON Agy Interface File Due	Exception reports Time submit and approve Cutoff	Close June - Run 1 No Daily Check Processing WD PROCESSING - ALL DAY	Send ACH file 9:15am Load SFMA Load Datamart No Daily Check Processing	Post to SFMA	
29	30		Please note PEBB runs at 4am daily			
	June Datamart Available Prenote deadline					

July, 2025

Workday Processing Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 PAYDAY	2	3 5pm BT Deadline for Run 2	4 Independence Day State Holiday	5
6	7 NOON Agy Interface File Due	8 Exception reports Time submit and approve Cutoff June Time entry lock 5pm Mass submit/approve time	9 Complete Retro June - Run 2 No Daily Check Processing WD PROCESSING - ALL DAY	10 Send ACH file 9:15am Load SFMA Load Datamart No Daily Check Processing	11 Post to SFMA	12
13	14 June Retro Datamart Available	15 PAYDAY	16 OSGP integration	17	18 Pre-note Deadline	19
20 Parking integrati	21 SEIU/AFSCME Dues integration	22	23 5pm BT Deadline for Run 1	24 NOON Agy Interface File Due	25 Exception reports Time submit and approve Cutoff	26
27	28 Close July - Run 1 No Daily Check Processing WD PROCESSING - ALL DAY	29 Send ACH file 9:15am Load SFMA Load Datamart No Daily Check Processing	30 Post to SFMA	31 July Datamart Available	Please note PEBB runs at 4am daily	

August, 2025

Workday Processing Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Please note PEBB runs at 4am daily				1 PAYDAY Pre-note Deadline	2
3	4	5	6 5pm BT Deadline for Run 2	7 NOON Agy Interface File Due	8 Exception reports Time submit and approve Cutoff	9
10 July Time entry lock 5pm Mass submit approve time	11 Complete Retro July - Run 2 No Daily Check Processing WD PROCESSING-ALL DAY	12 Send ACH file 9:15am Load SFMA Load Datamart No Daily Check Processing	13 Post to SFMA	14 July Retro Datamart Available	15 PAYDAY Pre-note Deadline	16 OSGP integration
17	18	19	20 5pm BT Deadline for Run 1 Parking integration SEIU/AFSCME Dues integration	21 NOON Agy Interface File Due	22 Exception reports Time submit and approve Cutoff	23
24	25 Close August - Run 1	26 Send ACH file 9:15am Load SFMA Load Datamart	27 Post to SFMA	28 Aug Datamart Available	29 PAYDAY Pre-note Deadline	30
31	No Daily Check Processing WD PROCESSING - ALL DAY	No Daily Check Processing				

September, 2025

Workday Processing Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Labor Day State Holiday	2	3	4 5pm BT Deadline for Run 2	5 NOON Agy Interface File Due	6
7	8 Exception reports Time submit and approve Cutoff August Time entry lock 5pm Mass submit/approve time	9 Complete Retro August- Run 2 No Daily Check Processing WD PROCESSING -ALL DAY	10 Send ACH file 9:15am Load SFMA Load Datamart No Daily Check Processing	11 Post to SFMA	12 Aug Retro Datamart Available	13
14	15 PAYDAY	16 OSGP integration	17 Pre-note Deadline	18	19 SEIU/AFSCME Dues integration	20 Parking integration
21	22 5pm BT Deadline for Run 1	23 NOON Agy Interface File Due	24 Exception reports Time submit and approve Cutoff	25 Close September - Run 1 No Daily Check Processing WD PROCESSING - ALL DAY	26 Send ACH file 9:15am Load SFMA Load Datamart No Daily Check Processing	27
28	29 Post to SFMA	30 Sept Datamart Available Pre-note Deadline	Please note PEBB runs at 4am daily			

October, 2025

Workday Processing Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Please note PEBB runs at 4am daily		1 PAYDAY	2		4
5	6 5pm BT Deadline for Run 2	7 NOON Agy Interface File Due	8 Exception reports Time submit and approve Cutoff Sept Time entry lock 5pm Mass submit/approve time	9 Complete Retro September Run 2 No Daily Check Processing WD PROCESSING - ALL DAY	10 Send ACH file 9:15am Load SFMA Load Datamart No Daily Check Processing	11
12	13 Post to SFMA Indigenous People's Day Bank Holiday	14 Sept Retro Datamart Available	15 PAYDAY	16 OSGP integration	17 Pre-note Deadline	18
19	20 Parking integration	21 SEIU/AFSCME Dues integration	22 5pm BT Deadline for Run 1	23 NOON Agy Interface File Due	24 Exception reports Time submit and approve Cutoff	25
26	27 Close October- Run 1 No Daily Check Processing WD PROCESSING - ALL DAY	28 Send ACH file 9:15am Load SFMA Load Datamart No Daily Check Processing	29 Post to SFMA	30 Oct Datamart Available Pre-note Deadline	31 PAYDAY	

November, 2025

Workday Processing Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Please note PEBB runs at 4am daily					1
2	3	4	5	6	7	8
		5pm BT Deadline for Run 2	NOON Agy Interface File Due	Exception reports Time submit and approve Cutoff Oct Time entry lock 5pm Mass submit/approve time	Complete Retro October - Run 2 No Daily Check Processing WD PROCESSING - ALL DAY	
9	10	11	12	13	14	15
	Send ACH file 9:15am Load SFMA Load Datamart No Daily Check Processing	Veteran's Day State Holiday	Post to SFMA	Oct Retro Datamart Available Pre-note Deadline	PAYDAY	
16	17	18	19	20	21	22
OSGP integration		5pm BT Deadline for Run 1 SEIU/AFSCME Dues integration	NOON Agy Interface File Due	Exception reports Time submit and approve Cutoff Parking integration	Close November - Run 1 No Daily Check Processing WD PROCESSING -ALL DAY	
23	24	25	26	27	28	29
	Send ACH file 9:15am Load SFMA Load Datamart No Daily Check Processing	Post to SFMA	Nov Datamart Available	Thanksgiving Day State Holiday	Day After Thanksgiving State Employee Holiday Not Bank Holiday	
30						

December, 2025

Workday Processing Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 PAYDAY Pre-note Deadline	2	3	4 5pm BT Deadline for Run 2	5 NOON Agy Interface File Due	6
7	8 Exception reports Time submit and approve Cutoff Nov Time entry lock 5pm Mass submit/approve time	9 Complete Retro November - Run 2 No Daily Check Processing WD PROCESSING - ALL DAY	10 Send ACH file 9:15am Load SFMA Load Datamart No Daily Check Processing	11 Post to SFMA	12 Nov Retro Datamart Available	13
14	15 PAYDAY	16 OSGP integration	17 Pre-note Deadline	18	19 SEIU/AFSCME Dues integration	20 Parking integration
21	22 5pm BT Deadline for Run 1	23 NOON Agy Interface File Due	24 Exception reports Time submit and approve Cutoff	25 Christmas Day (Observed) State Holiday	26 Close December- Run 1 No Daily Check Processing WD PROCESSING - ALL DAY	27
28	29 Send ACH file Load SFMA Load Datamart No Daily Check Processing	30 Post to SFMA	31 Dec Datamart Available Pre-note Deadline	Please note PEBB runs at 4am		

January, 2026

Workday Processing Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Please note PEBB runs at 4am daily			1 NEW YEARS DAY (Observed) State Holiday	2 PAYDAY	3
4	5	6 5pm BT Deadline for Run 2	7 NOON Agy Interface File Due	8 Exception reports Time submit and approve Cutoff Dec Time entry lock 5pm Mass submit/approve time	9 Complete Retro December - Run 2 No Daily Check Processing WD PROCESSING - ALL DAY	10
11	12 Send ACH file 9:15am Load SFMA Load Datamart No Daily Check Processing	13 Post to SFMA	14 Dec Retro Datamart Available	15 PAYDAY Pre-note Deadline	16 OSGP integration	17
18	19 Martin Luther King Day State Holiday	20 Parking integration SEIU/AFSCME Dues integration	21 5pm BT Deadline for Run 1	22 NOON Agy Interface File Due	23 Exception reports Time submit and approve Cutoff	24
25	26 Close January - Run 1 No Daily Check Processing WD PROCESSING - ALL DAY	27 Send ACH file 9:15am Load SFMA Load Datamart No Daily Check Processing	28 Post to SFMA	29 Jan Datamart Available	30 PAYDAY	

Updated 11/22/24