

2026 CPERS File Loading Schedule

| Pay Period | Pay Date | CPERS File Report Date in EDX | Workday | | PERS | | EDX |
|----------------|--------------------------|-------------------------------|---|--|---------------------------------------|--|-----------------------------------|
| | | | <i>HR Data</i> <i>*WD DTL1 file date parameters</i> | <i>PR Data</i> <i>*WD DTL2 file date parameters</i> | File Creation (1PM of run 2 pay date) | PERS retrieves CPERS file and loads it in EDX (mid-day.) | CPERS file is now viewable in EDX |
| December 2025 | 1/2/2026 1/15/2026 | 1/31/2026 | 12/1/2025-1/15/2026 entry dates with Dec <i>effective dates</i> | 12/16/2025 - 1/15/2026 pay dates | 1/15/2026 | 1/16/2026 | 1/17/2026 |
| January 2026 | 1/30/2026 2/13/2026 | 2/28/2026 | 1/1/2026 - 2/13/2026 entry dates with Jan <i>effective dates</i> | 1/16/2026 - 2/13/2026 pay dates | 2/13/2026 | 2/17/2026 | 2/18/2026 |
| February 2026 | 2/27/2026 3/13/2026 | 3/31/2026 | 2/1/2026 - 3/13/2026 entry dates with Feb <i>effective dates</i> | 2/14/2026 - 3/13/2026 pay dates | 3/13/2026 | 3/16/2026 | 3/17/2026 |
| March 2026 | 4/1/2026 4/15/2026 | 4/30/2026 | 3/1/2026 - 4/15/2026 entries with March <i>effective dates</i> | 3/14/2026 - 4/15/2026 pay dates | 4/15/2026 | 4/16/2026 | 4/17/2026 |
| April 2026 | 5/1/2026 5/15/2026 | 5/31/2026 | 4/1/2026 - 5/15/2026 entries with April effective dates | 4/16/2026 - 5/15/2026 pay dates | 5/15/2026 | 5/18/2026 | 5/19/2026 |
| May 2026 | 6/1/2026 6/15/2026 | 6/30/2026 | 5/1/2026-6/15/2026 entries with May effective dates | 5/16/2026 - 6/15/2026 pay dates | 6/15/2026 | 6/16/2026 | 6/17/2026 |
| June 2026 | 7/1/2026 7/15/2026 | 7/31/2026 | 6/1/2026 - 7/15/2026 entries with June effective dates | 6/16/2026 - 7/15/2026 pay dates | 7/15/2026 | 7/16/2026 | 7/17/2026 |
| July 2026 | 7/31/2026 8/14/2026 | 8/31/2026 | 7/1/2026 - 8/14/2026 entries with July effective dates | 7/16/2026 - 8/14/2026 pay dates | 8/14/2026 | 8/17/2026 | 8/18/2026 |
| August 2026 | 9/1/2026 9/15/2026 | 9/30/2026 | 8/1/2026 - 9/15/2026 entries with August <i>effective dates</i> | 8/15/2026 - 9/15/2026 pay dates | 9/15/2026 | 9/16/2026 | 9/17/2026 |
| September 2026 | 10/1/2026 10/15/2026 | 10/31/2026 | 9/1/2026 - 10/15/2026 entries with September <i>effective dates</i> | 9/16/2026 - 10/15/2026 pay dates | 10/15/2026 | 10/16/2026 | 10/17/2026 |
| October 2026 | 10/30/2026 11/13/2026 | 11/30/2026 | 10/1/2026-11/13/2026 entries with October <i>effective dates</i> | 10/16/2026 - 11/13/2026 pay dates | 11/13/2026 | 11/16/2026 | 11/17/2026 |
| November 2026 | 12/1/2026 12/15/2026 | 12/31/2026 | 11/1/2026-12/15/2026 entries with November <i>effective dates</i> | 11/14/2026 - 12/15/2026 pay dates | 12/15/2026 | 12/16/2026 | 12/17/2026 |
| December 2026 | 1/4/2027 1/15/2027 | 1/31/2027 | 12/1/2026-1/15/2027 entries with December <i>effective dates</i> | 12/16/2026 - 1/15/2027 pay dates | 1/15/2027 | 1/18/2027 | 1/19/2027 |

CPERS Job Process:

1. (Column F) Workday PR (Geri or Matt) starts the job to run the file after the settlement job is done running. This is usually around 1:00 PM, but can be delayed if the settlement job takes longer. The WD job generates the DTL2 records, pulls in the DTL1 file, adds headers, footers and USL on all term 02 and 10 records. The completed files is then put on the server for PERS to retrieve. WD sends an auto-generated notification to Shauna & Chris when the file completes. We usually expect to receive this by 3:00 and if we do not, we inquire PR.
2. (Column G) PERS- PERS retrieves the file from the server. This is a manual process. PERS then runs a job to split the file into individual employer files and then each file is loaded into JClarety during the batch process that night. The CPERS file adds about 1.5 hours to PERS's batch process.
3. (Column H) EDX Report Available- this is the day after PERS loads the file in Jclarety. This is when Analysts & PERS can see the data loaded into EDX.