

TLAM Timesheet Processing Schedule: *Bi-weekly, FY2026*

Pay Period Begin Date	Pay Period End Date	DEADLINE: PACT Date "Payroll Adjustment & Changes to Timesheet"	DEADLINE: Time & Abs Submission & Approval (5 PM)	DEADLINE: High Exceptions Review & Approval (12 PM)	Pay Check Date	View Updated Absence Balances in PAC	
						Personal & Sick	Vacation** Sick-SSA only**
Mon,06/16/2025	Sun,06/29/2025	Tue,06/24/2025	Wed,06/25/2025	Fri,06/02/2025	Thu,07/03/2025	Mon,06/30/2025	07/11/2025**
Mon,06/30/2025	Sun,07/13/2025	Thu,07/10/2025	Fri,07/11/2025	Mon,07/14/2025	Fri,07/18/2025	Wed,07/16/2025	
Mon,07/14/2025	Sun,07/27/2025	Thu,07/24/2025	Fri,07/25/2025	Mon,07/28/2025	Fri,08/01/2025	Wed,07/30/2025	
Mon,07/28/2025	Sun,08/10/2025	Thu,08/07/2025	Fri,08/08/2025	Mon,08/11/2025	Fri,08/15/2025	Wed,08/13/2025	08/06/2025**
Mon,08/11/2025	Sun,08/24/2025	Thu,08/21/2025	Fri,08/22/2025	Mon,08/25/2025	Fri,08/29/2025	Wed,08/27/2025	
Mon,08/25/2025	Sun,09/07/2025	Thu,09/04/2025	Fri,09/05/2025	Mon,09/08/2025	Fri,09/12/2025	Wed,09/10/2025	09/04/2025**
Mon,09/08/2025	Sun,09/21/2025	Thu,09/18/2025	Fri,09/19/2025	Mon,09/22/2025	Fri,09/26/2025	Wed,09/24/2025	
Mon,09/22/2025	Sun,10/05/2025	Thu,10/02/2025	Fri,10/03/2025	Mon,10/06/2025	Fri,10/10/2025	Wed,10/08/2025	10/06/2025**
Mon,10/06/2025	Sun,10/19/2025	Thu,10/16/2025	Fri,10/17/2025	Mon,10/20/2025	Fri,10/24/2025	Wed,10/22/2025	
Mon,10/20/2025	Sun,11/02/2025	Tue,10/28/2025	Wed,10/29/2025	Wed,10/29/2025	Fri,11/07/2025	Tue,11/04/2025	11/06/2025**
Mon,11/03/2025	Sun,11/16/2025	Thu,11/13/2025	Fri,11/14/2025	Mon,11/17/2025	Fri,11/21/2025	Wed,11/19/2025	
Mon,11/17/2025	Sun,11/30/2025	Tue,11/25/2025	Wed,11/26/2025	Mon,12/01/2025	Fri,12/05/2025	Wed,12/03/2025	12/04/2025**
Mon,12/01/2025	Sun,12/14/2025	Thu,12/11/2025	Fri,12/12/2025	Mon,12/15/2025	Fri,12/19/2025	Wed,12/17/2025	
Mon,12/15/2025	Sun,12/28/2025	Mon,12/22/2025	Tue,12/23/2025	Wed,12/24/2025	Fri,01/02/2026	Tue,12/30/2025	01/06/2026**
Mon,12/29/2025	Sun,01/11/2026	Thu,01/08/2026	Fri,01/09/2026	Wed,01/12/2026	Fri,01/16/2026	Wed,01/14/2026	

Notes:

- **Peach** cells have submission/approval and high exception review deadlines on a day other than Friday.
- Pay Period Begin and End Dates with **red text** contains a holiday.
- Absence requests must be approved by end of day on the timesheet deadline day to be included in the absence processing for that pay period.
- Casuals and Variable Hour Officers are only entitled to earn New York Sick Leave.
- ****Vacation**, and ****Sick (SSA only)** time earned is applied to the employee's balance at the beginning of the following month.
- **PACT Date** last day to send any payroll adjustments and/or changes to timesheets to HRPC TLAM.

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						Personal & Sick	Vacation** Sick-SSA only**
Mon,01/12/2026	Sun,01/25/2026	Thu,01/22/2026	Fri,01/23/2026	Mon,01/26/2026	Fri,01/30/2026	Wed,01/28/2026	02/04/2026**
Mon,01/26/2026	Sun,02/08/2026	Thu,02/05/2026	Fri,02/06/2026	Mon,02/09/2026	Fri,02/13/2026	Wed,02/11/2026	
Mon,02/09/2026	Sun,02/22/2026	Thu,02/19/2026	Fri,02/20/2026	Mon,02/23/2026	Fri,02/27/2026	Wed,02/25/2026	
Mon,02/23/2026	Sun,03/08/2026	Thu,03/05/2026	Fri,03/06/2026	Mon,03/09/2026	Fri,03/13/2026	Wed,03/11/2026	03/05/2026**
Mon,03/09/2026	Sun,03/22/2026	Thu,03/19/2026	Fri,03/20/2026	Mon,03/23/2026	Fri,03/27/2026	Wed,03/25/2026	
Mon,03/23/2026	Sun,04/05/2026	Thu,04/02/2026	Fri,04/03/2026	Mon,04/06/2026	Fri,04/10/2026	Wed,04/08/2026	04/06/2026**
Mon,04/06/2026	Sun,04/19/2026	Thu,04/16/2026	Fri,04/17/2026	Mon,04/20/2026	Fri,04/24/2026	Wed,04/22/2026	
Mon,04/20/2026	Sun,05/03/2026	Thu,04/30/2026	Fri,05/01/2026	Mon,05/04/2026	Fri,05/08/2026	Wed,05/06/2026	05/06/2026**
Mon,05/04/2026	Sun,05/17/2026	Thu,05/14/2026	Fri,05/15/2026	Mon,05/18/2026	Fri,05/22/2026	Wed,05/20/2026	
Mon,05/18/2026	Sun,05/31/2026	Thu,05/28/2026	Fri,05/29/2026	Mon,06/01/2026	Fri,06/05/2026	Wed,06/03/2026	06/04/2026**
Mon,06/01/2026	Sun,06/14/2026	Tue,06/09/2026	Wed,06/10/2026	Fri,06/12/2026	Thu,06/18/2026	Tue,06/16/2026	
Mon,06/15/2026	Sun,06/28/2026	Tue,06/23/2026	Wed,06/24/2026	Fri,06/26/2026	Thu,07/02/2026	Mon,06/29/2026	07/08/2026**

Notes:

- **Peach** cells have submission/approval and high exception review deadlines on a day other than Friday.
- Pay Period Begin and End Dates with **red text** contains a holiday.
- Absence requests must be approved by end of day on the timesheet deadline day to be included in the absence processing for that pay period.
- Casuals and Variable Hour Officers are only entitled to earn New York Sick Leave.
- ****Vacation**, and ****Sick (SSA only)** time earned is applied to the employee's balance at the beginning of the following month.
- **PACT Date** last day to send any payroll adjustments and/or changes to timesheets to HRPC TLAM.
- **Green** cells have anticipated dates that are subject to change.