

# TLAM Timesheet Processing Schedule:

## Biweekly Payroll, FY2027

| Pay Period<br>Begin Date | Pay Period<br>End Date | Pay<br>Period ID | <b>DEADLINE:</b><br>PACT Date<br>(Payroll Adj<br>& Changes to<br>Timesheet) | <b>DEADLINE:</b><br>Time & Abs<br>Submission<br>& Approval<br>(5 PM) | <b>DEADLINE:</b><br>High<br>Exceptions<br>Review &<br>Approval<br>(12 PM) | Check Date   | View Updated<br>Absence Balances in PAC |                                 |
|--------------------------|------------------------|------------------|-----------------------------------------------------------------------------|----------------------------------------------------------------------|---------------------------------------------------------------------------|--------------|-----------------------------------------|---------------------------------|
|                          |                        |                  |                                                                             |                                                                      |                                                                           |              | Personal<br>Day & Sick                  | **Vacation &<br>**Sick-SSA only |
| Mon 06/15/26             | Sun 06/28/26           | BWK-26-027       | Tue 06/23/26                                                                | Wed 06/24/26                                                         | Fri 06/26/26                                                              | Thu 07/02/26 | Mon 06/29/2026                          | Thu 07/09/2026**                |
| Mon 06/29/26             | Sun 07/12/26           | BWK-26-029       | Thu 07/09/26                                                                | Fri 07/10/26                                                         | Mon 07/13/26                                                              | Fri 07/17/26 | Wed 07/15/2026                          |                                 |
| Mon 07/13/26             | Sun 07/26/26           | BWK-26-031       | Thu 07/23/26                                                                | Fri 07/24/26                                                         | Mon 07/27/26                                                              | Fri 07/31/26 | Wed 07/29/2026                          |                                 |
| Mon 07/27/26             | Sun 08/09/26           | BWK-26-033       | Thu 08/06/26                                                                | Fri 08/07/26                                                         | Mon 08/10/26                                                              | Fri 08/14/26 | Wed 08/12/2026                          | Thu 08/07/2026**                |
| Mon 08/10/26             | Sun 08/23/26           | BWK-26-035       | Thu 08/20/26                                                                | Fri 08/21/26                                                         | Mon 08/24/26                                                              | Fri 08/28/26 | Wed 08/26/2026                          |                                 |
| Mon 08/24/26             | Sun 09/06/26           | BWK-26-037       | Tue 09/01/26                                                                | Wed 09/02/26                                                         | Fri 09/04/26                                                              | Fri 09/11/26 | Wed 09/09/2026                          | Tue 09/08/2026**                |
| Mon 09/07/26             | Sun 09/20/26           | BWK-26-039       | Thu 09/17/26                                                                | Fri 09/18/26                                                         | Mon 09/21/26                                                              | Fri 09/25/26 | Wed 09/23/2026                          |                                 |
| Mon 09/21/26             | Sun 10/04/26           | BWK-26-041       | Thu 10/01/26                                                                | Fri 10/02/26                                                         | Mon 10/05/26                                                              | Fri 10/09/26 | Wed 10/07/2026                          | Wed 10/07/2026**                |
| Mon 10/05/26             | Sun 10/18/26           | BWK-26-043       | Thu 10/15/26                                                                | Fri 10/16/26                                                         | Mon 10/19/26                                                              | Fri 10/23/26 | Wed 10/21/2026                          |                                 |
| Mon 10/19/26             | Sun 11/01/26           | BWK-26-045       | Tue 10/27/26                                                                | Wed 10/28/26                                                         | Fri 10/30/26                                                              | Fri 11/06/26 | Wed 11/04/2026                          | Fri 11/06/2026**                |
| Mon 11/02/26             | Sun 11/15/26           | BWK-26-047       | Thu 11/12/26                                                                | Fri 11/13/26                                                         | Mon 11/16/26                                                              | Fri 11/20/26 | Wed 11/18/2026                          |                                 |
| Mon 11/16/26             | Sun 11/29/26           | BWK-26-049       | Tue 11/24/26                                                                | Wed 11/25/26                                                         | Mon 11/30/26                                                              | Fri 12/04/26 | Wed 12/02/2026                          | Mon 12/07/2026**                |
| Mon 11/30/26             | Sun 12/13/26           | BWK-26-051       | Thu 12/10/26                                                                | Fri 12/11/26                                                         | Mon 12/14/26                                                              | Fri 12/18/26 | Wed 12/16/2026                          |                                 |
| Mon 12/14/26             | Sun 12/27/26           | BWK-26-053       | Mon 12/21/26                                                                | Tue 12/22/26                                                         | Wed 12/22/26                                                              | Wed 12/30/26 | Tue 12/29/2026                          | Thu 01/07/2027**                |
| Mon 12/28/26             | Sun 01/10/27           | BWK-27-002       | Thu 01/07/27                                                                | Fri 01/08/27                                                         | Mon 01/11/27                                                              | Fri 01/15/27 | Wed 01/13/2027                          |                                 |

### Notes:

- **Peach** cells: Submission/approval and high exception deadlines that fall on a day other than Friday.
- **Red text** on Pay Period Begin/End Dates indicates that this pay period includes 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.
- **\*\*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 payroll adjustments and/or timesheet changes to HRPC TLAM.
- **Green** cells: anticipated dates subject to change — updates communicated via email.

# TLAM Timesheet Processing Schedule:

## Biweekly Payroll, FY2027

| Pay Period Begin Date | Pay Period End Date | Pay Period ID | <b>DEADLINE:</b><br>PACT Date<br>(Payroll Adj & Changes to Timesheet) | <b>DEADLINE:</b><br>Time & Abs Submission & Approval<br>(5 PM) | <b>DEADLINE:</b><br>High Exceptions Review & Approval<br>(12 PM) | Check Date   | View Updated Absence Balances in PAC |                              |
|-----------------------|---------------------|---------------|-----------------------------------------------------------------------|----------------------------------------------------------------|------------------------------------------------------------------|--------------|--------------------------------------|------------------------------|
|                       |                     |               |                                                                       |                                                                |                                                                  |              | Personal Day & Sick                  | **Vacation & **Sick-SSA only |
| Mon 01/11/27          | Sun 01/24/27        | BWK-27-004    | Thu 01/21/27                                                          | Fri 01/22/27                                                   | Mon 01/25/27                                                     | Fri 01/29/27 | Wed 01/27/27                         |                              |
| Mon 01/25/27          | Sun 02/07/27        | BWK-27-006    | Thu 02/04/27                                                          | Fri 02/05/27                                                   | Mon 02/08/27                                                     | Fri 02/12/27 | Wed 02/10/27                         | Fri 02/05/27**               |
| Mon 02/08/27          | Sun 02/21/27        | BWK-27-008    | Thu 02/18/27                                                          | Fri 02/19/27                                                   | Mon 02/22/27                                                     | Fri 02/26/27 | Wed 02/24/27                         |                              |
| Mon 02/22/27          | Sun 03/07/27        | BWK-27-010    | Thu 03/04/27                                                          | Fri 03/05/27                                                   | Mon 03/08/27                                                     | Fri 03/12/27 | Wed 03/10/27                         | Fri 03/05/27**               |
| Mon 03/08/27          | Sun 03/21/27        | BWK-27-012    | Thu 03/18/27                                                          | Fri 03/19/27                                                   | Mon 03/22/27                                                     | Fri 03/26/27 | Wed 03/24/27                         |                              |
| Mon 03/22/27          | Sun 04/04/27        | BWK-27-014    | Thu 04/01/27                                                          | Fri 04/02/27                                                   | Mon 04/05/27                                                     | Fri 04/09/27 | Wed 04/07/27                         |                              |
| Mon 04/05/27          | Sun 04/18/27        | BWK-27-016    | Thu 04/15/27                                                          | Fri 04/16/27                                                   | Mon 04/19/27                                                     | Fri 04/23/27 | Wed 04/21/27                         | Wed 04/07/27**               |
| Mon 04/19/27          | Sun 05/02/27        | BWK-27-018    | Thu 04/29/27                                                          | Fri 04/30/27                                                   | Mon 05/03/27                                                     | Fri 05/07/27 | Wed 05/05/27                         |                              |
| Mon 05/03/27          | Sun 05/16/27        | BWK-27-020    | Thu 05/13/27                                                          | Fri 05/14/27                                                   | Mon 05/17/27                                                     | Fri 05/21/27 | Wed 05/19/27                         | Fri 05/07/27**               |
| Mon 05/17/27          | Sun 05/30/27        | BWK-27-022    | Tue 05/25/27                                                          | Wed 05/26/27                                                   | Fri 05/28/27                                                     | Fri 06/04/27 | Wed 06/02/27                         |                              |
| Mon 05/31/27          | Sun 06/13/27        | BWK-27-024    | Thu 06/10/27                                                          | Fri 06/11/27                                                   | Mon 06/14/27                                                     | Thu 06/17/27 | Wed 06/16/27                         | Mon 06/07/27**               |
| Mon 06/14/27          | Sun 06/27/27        | BWK-27-026    | Thu 06/24/27                                                          | Fri 06/25/27                                                   | Mon 06/28/27                                                     | Fri 07/02/27 | Wed 06/30/27                         |                              |
| Mon 06/28/27          | Sun 07/04/27        | BWK-27-028    | Tue 06/29/27                                                          | Wed 06/30/27                                                   | Fri 07/02/27                                                     | Fri 07/16/27 | Wed 07/07/27                         | Fri 07/09/27**               |

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