	Cut-Offs for Employee Data Forms and Timesheets for Pays of Jan 14, 2027 - Dec 02, 2027									
Pay #	**Pay Date**		**HR must be in receipt of all tickets affecting appointments by Noon**	**Department data entry to Gryphons at Work by 10:00 pm**	**HR will approve received workflows by Noon**	**Period for Time Reporting**			**All Time Entry hours entered by 10am**
1	14-Jan-27		Friday, Jan 08	Friday, Jan 08	Monday, Jan 11	December 25	-	January 07	Monday, Jan 11
2	28-Jan-27		Friday, Jan 22	Friday, Jan 22	Monday, Jan 25	January 08	-	January 21	Monday, Jan 25
3	11-Feb-27		Friday, Feb 05	Friday, Feb 05	Monday, Feb 08	January 22	-	February 04	Monday, Feb 08
4	25-Feb-27		Friday, Feb 19	Friday, Feb 19	Monday, Feb 22	February 05	-	February 18	Monday, Feb 22
5	11-Mar-27		Friday, Mar 05	Friday, Mar 05	Monday, Mar 08	February 19	-	March 04	Monday, Mar 08
6	25-Mar-27		Friday, Mar 19	Friday, Mar 19	Monday, Mar 22	March 05	-	March 18	Monday, Mar 22
7	8-Apr-27		Friday, Apr 02	Friday, Apr 02	Monday, Apr 05	March 19	-	April 01	Monday, Apr 05
8	22-Apr-27		Friday, Apr 16	Friday, Apr 16	Monday, Apr 19	April 02	-	April 15	Monday, Apr 19
9	6-May-27		Friday, Apr 30	Friday, Apr 30	Monday, May 03	April 16	-	April 29	Monday, May 03
10	20-May-27		Friday, May 14	Friday, May 14	Monday, May 17	April 30	-	May 13	Monday, May 17
11	3-Jun-27		Friday, May 28	Friday, May 28	Monday, May 31	May 14	-	May 27	Monday, May 31
12	17-Jun-27		Friday, Jun 11	Friday, Jun 11	Monday, Jun 14	May 28	-	June 10	Monday, Jun 14
13	30-Jun-27	**	Thursday, Jun 24	Thursday, Jun 24	Friday, Jun 25	June 11	-	June 24	Friday, Jun 25
14	15-Jul-27		Friday, Jul 09	Friday, Jul 09	Monday, Jul 12	June 25	-	July 08	Monday, Jul 12
15	29-Jul-27		Friday, Jul 23	Friday, Jul 23	Monday, Jul 26	July 09	-	July 22	Monday, Jul 26
16	12-Aug-27		Friday, Aug 06	Friday, Aug 06	Monday, Aug 09	July 23	-	August 05	Monday, Aug 09
17	26-Aug-27		Friday, Aug 20	Friday, Aug 20	Monday, Aug 23	August 06	-	August 19	Monday, Aug 23
18	9-Sep-27	**	Thursday, Sep 02	Thursday, Sep 02	Friday, Sep 03	August 20	-	September 02	Friday, Sep 03
19	23-Sep-27		Friday, Sep 17	Friday, Sep 17	Monday, Sep 20	September 03	-	September 16	Monday, Sep 20
20	7-Oct-27		Friday, Oct 01	Friday, Oct 01	Monday, Oct 04	September 17	-	September 30	Monday, Oct 04
21	21-Oct-27		Friday, Oct 15	Friday, Oct 15	Monday, Oct 18	October 01	-	October 14	Monday, Oct 18
22	4-Nov-27		Friday, Oct 29	Friday, Oct 29	Monday, Nov 01	October 15	-	October 28	Monday, Nov 01
23	18-Nov-27		Friday, Nov 12	Friday, Nov 12	Monday, Nov 15	October 29	-	November 11	Monday, Nov 15
24	2-Dec-27		Friday, Nov 26	Friday, Nov 26	Monday, Nov 29	November 12	-	November 25	Monday, Nov 29

**** Denotes change to regular schedule**

Cut-off times and deadlines are firm.

Departments are responsible for ensuring the timely submission of their data entry and time entry.