

2025 – 2026
TIME AND ATTENDANCE
TRUE TIME & TIME OFF COMPLETION DEADLINES

MONTH	TRUE TIME / TIME OFF PERIOD	DUE DATE
JULY	7/1 - 7/26	8/15/25
AUGUST	7/27 - 8/30	9/15/25
SEPTEMBER	8/31 - 9/27	10/15/25
OCTOBER	9/28 - 10/25	11/17/25
NOVEMBER	10/26 - 11/29	12/15/25
DECEMBER	11/30 - 12/27	1/15/26
JANUARY	12/28 - 1/31	2/17/26
FEBRUARY	2/1 - 2/28	3/16/26
MARCH	3/1 - 3/28	4/15/26
APRIL	3/29 - 4/25	5/15/26
MAY	4/26 - 5/30	6/15/26
JUNE	5/31 - 6/30	7/15/26

All leave must be entered and approved. Timesheets must be submitted, balanced, and fully approved for the above time period by the due date. If corrections or additions to leave need to be made please complete a Leave Correction Form and submit to your analyst.