

City of Sacramento

2026 eCAPS Processing Calendar

Pay #	Pay Period		HR/Benefits Processing Deadlines			HRIS Processing	Payroll Processing***		Check Date
	Beginning	Ending	Terminations*	Current Dated Actions*	Start 457 Processing**	Carrier Interface File	Begin	End	
	11/15/2025	11/28/2025	12/1/2025	12/2/2025	12/2/2025	12/4/2025	12/1/2025	12/5/2025	12/9/2025
	11/29/2025	12/12/2025	12/15/2025	12/16/2025	12/16/2025	12/18/2025	12/15/2025	12/19/2025	12/23/2025
1	12/13/2025	12/26/2025	12/29/2025	12/30/2025	12/30/2025	1/1/2026	12/29/2025	1/2/2026	1/6/2026
2	12/27/2025	1/9/2026	1/12/2026	1/13/2026	1/13/2026	1/15/2026	1/12/2026	1/16/2026	1/20/2026
3	1/10/2026	1/23/2026	1/26/2026	1/27/2026	1/27/2026	1/29/2026	1/26/2026	1/30/2026	2/3/2026
4	1/24/2026	2/6/2026	2/9/2026	2/10/2026	2/10/2026	2/12/2026	2/9/2026	2/13/2026	2/17/2026
5	2/7/2026	2/20/2026	2/23/2026	2/24/2026	2/24/2026	2/26/2026	2/23/2026	2/27/2026	3/3/2026
6	2/21/2026	3/6/2026	3/9/2026	3/10/2026	3/10/2026	3/12/2026	3/9/2026	3/13/2026	3/17/2026
7	3/7/2026	3/20/2026	3/23/2026	3/24/2026	3/24/2026	3/26/2026	3/23/2026	3/27/2026	3/31/2026
8	3/21/2026	4/3/2026	4/6/2026	4/7/2026	4/7/2026	4/9/2026	4/6/2026	4/10/2026	4/14/2026
9	4/4/2026	4/17/2026	4/20/2026	4/21/2026	4/21/2026	4/23/2026	4/20/2026	4/24/2026	4/28/2026
10	4/18/2026	5/1/2026	5/4/2026	5/5/2026	5/5/2026	5/7/2026	5/4/2026	5/8/2026	5/12/2026
11	5/2/2026	5/15/2026	5/18/2026	5/19/2026	5/19/2026	5/21/2026	5/18/2026	5/22/2026	5/26/2026
12	5/16/2026	5/29/2026	6/1/2026	6/2/2026	6/2/2026	6/4/2026	6/1/2026	6/5/2026	6/9/2026
13	5/30/2026	6/12/2026	6/15/2026	6/16/2026	6/16/2026	6/18/2026	6/15/2026	6/19/2026	6/23/2026
14	6/13/2026	6/26/2026	6/29/2026	6/30/2026	6/30/2026	7/2/2026	6/29/2026	7/3/2026	7/7/2026
15	6/27/2026	7/10/2026	7/13/2026	7/14/2026	7/14/2026	7/16/2026	7/13/2026	7/17/2026	7/21/2026
16	7/11/2026	7/24/2026	7/27/2026	7/28/2026	7/28/2026	7/30/2026	7/27/2026	7/31/2026	8/4/2026
17	7/25/2026	8/7/2026	8/10/2026	8/11/2026	8/11/2026	8/13/2026	8/10/2026	8/14/2026	8/18/2026
18	8/8/2026	8/21/2026	8/24/2026	8/25/2026	8/25/2026	8/27/2026	8/24/2026	8/28/2026	9/1/2026
19	8/22/2026	9/4/2026	9/7/2026	9/8/2026	9/8/2026	9/10/2026	9/7/2026	9/11/2026	9/15/2026
20	9/5/2026	9/18/2026	9/21/2026	9/22/2026	9/22/2026	9/24/2026	9/21/2026	9/25/2026	9/29/2026
21	9/19/2026	10/2/2026	10/5/2026	10/6/2026	10/6/2026	10/8/2026	10/5/2026	10/9/2026	10/13/2026
22	10/3/2026	10/16/2026	10/19/2026	10/20/2026	10/20/2026	10/22/2026	10/19/2026	10/23/2026	10/27/2026
23	10/17/2026	10/30/2026	11/2/2026	11/3/2026	11/3/2026	11/5/2026	11/2/2026	11/6/2026	11/10/2026
24	10/31/2026	11/13/2026	11/16/2026	11/17/2026	11/17/2026	11/19/2026	11/16/2026	11/20/2026	11/24/2026
25	11/14/2026	11/27/2026	11/30/2026	12/1/2026	12/1/2026	12/3/2026	11/30/2026	12/4/2026	12/8/2026
26	11/28/2026	12/11/2026	12/14/2026	12/15/2026	12/15/2026	12/17/2026	12/14/2026	12/18/2026	12/22/2026
	12/12/2026	12/25/2026	12/28/2026	12/29/2026	12/29/2026	12/31/2026	12/28/2026	1/1/2027	1/5/2027
	12/26/2026	1/8/2027	1/11/2027	1/12/2027	1/12/2027	1/14/2027	1/11/2027	1/15/2027	1/19/2027

*Only future dated PARS can be entered during Payroll processing times. Future dated = When the effective date is greater than the current pay period end date.

Terminations (current or future dated) can not be entered after Monday of Payroll processing week.

** After IT loads the NW file, the process takes 3 days to complete as the nightly process moves the file through to the next step. (1. Load BAS Activity; 2.Upload Entry; 3.Audit)

*** Payroll begins some processing prior to HR processing deadlines: Retro Processing & Timesheet creation; Preliminary Pay Calc & Termination Payouts