

DATE: September 9, 2025

TO: Agency Addressed (No. 11, 2025-2026)

FROM: Renée Hermeling, Division Director  
Division of Accounting & Auditing  
Department of Financial Services

SUBJECT: CHANGES TO THE AGENCY PAYROLL CALENDAR

This is to notify all agencies of changes that have been made to the Agency Payroll Calendar for months September 2025 – January 2026.

A new payroll has been added for the Florida State Guard which will occur on a biweekly cadence. December dates have been modified, while January was previously omitted and is now available. The major changes have been outlined below:

**October 2025**

- Note that the Monthly Processing Date was moved from 10/24/25 to 10/23/25.

**December 2025**

- The following dates have been modified from the calendar that is currently published.
  - Monthly
    - Processing Date moved from 12/22/25 to 12/23/25.
    - PeopleFirst (PF) Cutoff Date moved from 12/21/25 to 12/22/25.
    - Voucher (Vo.) Date moved from 12/23/25 to 12/24/25.
  - Supplemental
    - Processing Date moved from 12/23/25 to 12/29/25.
    - PF Cutoff Date moved from 12/22/25 to 12/28/25.
    - Vo. Date moved from 12/24/25 to 12/30/25.
  - State Active Duty
    - Processing Date moved from 12/24/25 to 12/26/25.
    - Vo. Date moved from 12/26/25 to 12/29/25.

**January 2026**

- All payroll events added (not previously published).

An updated version of this calendar can be found on the Division of Accounting & Auditing website. <https://myfloridacfo.com/division/aa/agency-operations/payrolls>

If you have any questions or concerns, please email [BOSPMmanagementTeam@MyFloridaCFO.com](mailto:BOSPMmanagementTeam@MyFloridaCFO.com) or call (850) 413- 5513.