



To: State Agency, Judiciary, General Assembly, University System and State Vendors
Date: Friday, July 24, 2026
Re: Sample Payroll Calendar

Greetings! The Central Payroll Bureau (CPB) is excited to share a sample payroll calendar outlining when to submit files beginning in December 2026.

A preliminary calendar was presented during the monthly executive meeting on July 16, 2026. However, the attached sample calendar, covering July 5, 2026, through July 25, 2026, provides greater detail and file due dates for all three payroll systems.

CPB and the Department of Budget and Management (DBM) will share the Workday environment, so the sample calendar includes deadlines for all submission file types – from benefits to vendor files – to provide greater visibility into how all of the deadlines relate to one another.

CPB is developing the December 2026 through June 2027 calendar in the same format and will share it with you by no later than August 7, 2026.

Should you have any questions in the meantime, please do not hesitate to email CPB at cpb-workday@marylandtaxes.gov.

Have a great weekend!

Sincerely, The CPB Team

CPB Resource Hub: <https://www.marylandcomptroller.gov/workday.html>

