



Infor Workforce Management (WFM) Recommended Scheduling Dates 2024-2026

Schedule Period Start Date	Schedule Period End Date	Deadline for Staff to Submit their time off requests for the schedule period.	Deadline for Management to process requests for time off during the schedule period.	Create New Process for Self Scheduling	Set the first self scheduling window to open.	Editing of Schedule begins All Scheduling windows should be closed.	Final Schedule Posted
		(7 weeks prior)	(6 weeks prior)	(6 weeks prior)	(5 weeks prior)	(3 weeks prior)	(2 weeks prior)
March 10, 2024	April 20, 2024	January 21, 2024	January 28, 2024	January 28, 2024	February 4, 2024	February 18, 2024	February 25, 2024
April 21, 2024	June 1, 2024	March 3, 2024	March 10, 2024	March 10, 2024	March 17, 2024	March 31, 2024	April 7, 2024
June 2, 2024	July 13, 2024	April 14, 2024	April 21, 2024	April 21, 2024	April 28, 2024	May 12, 2024	May 19, 2024
July 14, 2024	August 24, 2024	May 26, 2024	June 2, 2024	June 2, 2024	June 9, 2024	June 23, 2024	June 30, 2024
August 25, 2024	October 5, 2024	July 7, 2024	July 14, 2024	July 14, 2024	July 21, 2024	August 4, 2024	August 11, 2024
October 6, 2024	November 16, 2024	August 18, 2024	August 25, 2024	August 25, 2024	September 1, 2024	September 15, 2024	September 22, 2024
November 17, 2024	December 28, 2024	September 29, 2024	October 6, 2024	October 6, 2024	October 13, 2024	October 27, 2024	November 3, 2024
December 29, 2024	February 8, 2025	November 10, 2024	November 17, 2024	November 17, 2024	November 24, 2024	December 8, 2024	December 15, 2024
February 9, 2025	March 22, 2025	December 22, 2024	December 29, 2024	December 29, 2024	January 5, 2025	January 19, 2025	January 26, 2025
March 23, 2025	May 3, 2025	February 2, 2025	February 9, 2025	February 9, 2025	February 16, 2025	March 2, 2025	March 9, 2025
May 4, 2025	June 14, 2025	March 16, 2025	March 23, 2025	March 23, 2025	March 30, 2025	April 13, 2025	April 20, 2025
June 15, 2025	July 26, 2025	April 27, 2025	May 4, 2025	May 4, 2025	May 11, 2025	May 25, 2025	June 1, 2025
July 27, 2025	September 6, 2025	June 8, 2025	June 15, 2025	June 15, 2025	June 22, 2025	July 6, 2025	July 13, 2025
September 7, 2025	October 18, 2025	July 20, 2025	July 27, 2025	July 27, 2025	August 3, 2025	August 17, 2025	August 24, 2025
October 19, 2025	November 29, 2025	August 31, 2025	September 7, 2025	September 7, 2025	September 14, 2025	September 28, 2025	October 5, 2025
November 30, 2025	January 10, 2026	October 12, 2025	October 19, 2025	October 19, 2025	October 26, 2025	November 9, 2025	November 16, 2025
January 11, 2026	February 21, 2026	November 23, 2025	November 30, 2025	November 30, 2025	December 7, 2025	December 21, 2025	December 28, 2025
February 22, 2026	April 4, 2026	January 4, 2026	January 11, 2026	January 11, 2026	January 18, 2026	February 1, 2026	February 8, 2026