

2026 Payroll and Workday Approval Deadline Calendar (Tabular)

Pay Period	Payroll Calculation Window	Additional Pay Request Deadline (1pm) and Campus Approval Deadline (5pm)	Timesheet Approval and Costing Allocation Deadlines (9pm)	Payday	Pay Period Hours
Dec 16-31, 2025	Dec 25, 2025 – Jan 5, 2026	Dec 31 2025	Jan 5, 2026	Jan 9, 2026	96
Jan 1-15	Jan 10 – 20	Jan 15	Jan 20	Jan 26	88
Jan 16-31	Jan 27 – Feb 4	Jan 31	Feb 4	Feb 10	88
Feb 1-15	Feb 11 -19	Feb 15	Feb 19	Feb 25	80
Feb 16-28	Feb 26 – Mar 4	Feb 28	Mar 4	Mar 10	80
Mar 1-15	Mar 11-19	Mar 15	Mar 19	Mar 25	80
Mar 16-31	Mar 26 – Apr 6	Mar 31	Apr 6	Apr 10	96
Apr 1-15	Apr 11-20	Apr 15	Apr 20	Apr 24	88
Apr 16-30	Apr 25 – May 5	Apr 30	May 5	May 11	88
May 1-15	May 12 – 18	May 15	May 18	May 22	88
May 16-31	May 23 – June 4	May 31	June 4	June 10	80
June 1-15	June 11-18	June 15	June 18	June 25	88
June 16-30	June 26 – July 6	June 30	July 6	July 10	88
July 1-15	July 11-20	July 15	July 20	July 24	88
July 16-31	July 25 – Aug 4	July 31	Aug 4	Aug 10	96
Aug 1-15	Aug 11 - 19	Aug 15	Aug 19	Aug 25	80
Aug 16-31	Aug 26 – Sept 3	Aug 31	Sept 3	Sept 10	88
Sept 1-15	Sept 11-21	Sept 15	Sept 21	Sept 25	88
Sept 16-30	Sept 26 – Oct 5	Sept 30	Oct 5	Oct 9	88
Oct 1-15	Oct 11-20	Oct 15	Oct 20	Oct 26	88
Oct 16-31	Oct 27 – Nov 4	Oct 31	Nov 4	Nov 10	88
Nov 1-15	Nov 11 - 19	Nov 15	Nov 19	Nov 25	80
Nov 16-30	Nov 26 – Dec 4	Nov 30	Dec 4	Dec 10	88
Dec 1-15	Dec 11-18	Dec 15	Dec 18	Dec 24	88
Dec 16-31, 2025	Dec 25, 2026 – Jan 5, 2027	Dec 31	Jan 5, 2027	Jan 11, 2027	96

