

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, 2026	Dec 25, 2026– Jan 5, 2027	Dec 31 2026	Jan 5, 2027	Jan 11, 2027	96
Jan 1-15	Jan 12 – 19	Jan 15	Jan 19	Jan 25	88
Jan 16-31	Jan 26 – Feb 4	Jan 31	Feb 4	Feb 10	80
Feb 1-15	Feb 11 – 19	Feb 15	Feb 19	Feb 25	88
Feb 16-28	Feb 26 – Mar 4	Feb 28	Mar 4	Mar 10	72
Mar 1-15	Mar 11 – 19	Mar 15	Mar 19	Mar 25	88
Mar 16-31	Mar 26 – Apr 5	Mar 31	Apr 5	Apr 9	96
Apr 1-15	Apr 11 – 20	Apr 15	Apr 20	Apr 26	88
Apr 16-30	Apr 27 – May 4	Apr 30	May 4	May 10	88
May 1-15	May 11 – 19	May 15	May 19	May 25	80
May 16-31	May 26 – June 4	May 31	June 4	June 10	88
June 1-15	June 11 – 21	June 15	June 21	June 25	88
June 16-30	June 26 – July 2	June 30	July 2	July 9	88
July 1-15	July 10 – 20	July 15	July 20	July 26	88
July 16-31	July 27 – Aug 4	July 31	Aug 4	Aug 10	88
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	96
Sept 1-15	Sept 12 – 20	Sept 15	Sept 20	Sept 24	88
Sept 16-30	Sept 25 – Oct 4	Sept 30	Oct 4	Oct 8	88
Oct 1-15	Oct 9 – 19	Oct 15	Oct 19	Oct 25	88
Oct 16-31	Oct 26 – Nov 4	Oct 31	Nov 4	Nov 10	80
Nov 1-15	Nov 11 – 18	Nov 15	Nov 18	Nov 24	88
Nov 16-30	Nov 25 – Dec 6	Nov 30	Dec 6	Dec 10	88
Dec 1-15	Dec 11 – 17	Dec 15	Dec 17	Dec 23	88
Dec 16-31, 2027	Dec 24, 2027 – Jan 4, 2028	Dec 31	Jan 4, 2028	Jan 10, 2028	96