

2026 Timekeeping and Payroll Processing Schedule

#	Pay period for online entry	Paperwork submission deadline	Time file closes at 10AM for payroll processing	Payroll finalizes	Pay Date
1	Dec 25 - Jan 9	Dec 16 2025	12-Jan	13-Jan	16-Jan
2	Jan 10 - Jan 24	16-Jan	26-Jan	27-Jan	30-Jan
3	Jan 25 - Feb 9	30-Jan	9-Feb*	10-Feb	13-Feb
4	Feb 10 - Feb 24	13-Feb	23-Feb*	24-Feb	27-Feb
5	Feb 25 - Mar 9	27-Feb	10-Mar	11-Mar	16-Mar
6	Mar 10 - Mar 24	16-Mar	25-Mar	26-Mar	31-Mar
7	Mar 25 - Apr 9	1-Apr	10-Apr	13-Apr	16-Apr
8	Apr 10 - Apr 24	16-Apr	27-Apr	28-Apr	1-May
9	Apr 25 - May 9	1-May	11-May	12-May	15-May
10	May 10 - May 24	15-May	26-May	27-May	1-Jun
11	May 25 - Jun 9	1-Jun	10-Jun	11-Jun	16-Jun
12	Jun 10 - Jun 24	16-Jun	25-Jun	26-Jun	1-Jul
13	Jun 25 - Jul 9	1-Jul	10-Jul	13-Jul	16-Jul
14	Jul 10 - Jul 24	16-Jul	27-Jul	28-Jul	31-Jul
15	Jul 25 - Aug 9	31-Jul	10-Aug	11-Aug	14-Aug
16	Aug 10 - Aug 24	14-Aug	26-Aug	27-Aug	1-Sep
17	Aug 25 - Sep 9	1-Sep	10-Sep	11-Sep	16-Sep
18	Sep 10 - Sep 24	16-Sep	24-Sep*	25-Sep	30-Sep
19	Sep 25 - Oct 9	1-Oct	12-Oct	13-Oct	16-Oct
20	Oct 10 - Oct 24	16-Oct	26-Oct	27-Oct	30-Oct
21	Oct 25 - Nov 9	30-Oct	10-Nov	11-Nov	16-Nov
22	Nov 10 - Nov 24	16-Nov	23-Nov*	24-Nov	1-Dec
23	Nov 25 - Dec 9	1-Dec	10-Dec	11-Dec	16-Dec
24	Dec 10 - Dec 24	9-Dec	17-Dec*	18-Dec	31-Dec

*** Files close early; files close at 10AM. Hours worked past the cutoff date will be reflected in the next payroll.**