Pay Processing
Time Entry and Approval Cut Off Schedule 2026

Pay Day	Time Entry/ Approval Cut-off	Pay Period Begin and End Dates	
02-Jan-26	**18-Dec-25**	13-Dec-25	26-Dec-25
16-Jan-26	9-Jan-26	27-Dec-25	9-Jan-26
30-Jan-26	23-Jan-26	10-Jan-26	23-Jan-26
13-Feb-26	6-Feb-26	24-Jan-26	6-Feb-26
27-Feb-26	20-Feb-26	7-Feb-26	20-Feb-26
13-Mar-26	6-Mar-26	21-Feb-26	6-Mar-26
27-Mar-26	20-Mar-26	7-Mar-26	20-Mar-26
10-Apr-26	**1-Apr-26**	21-Mar-26	3-Apr-26
24-Apr-26	17-Apr-26	4-Apr-26	17-Apr-26
08-May-26	1-May-26	18-Apr-26	1-May-26
22-May-26	**14-May-26**	2-May-26	15-May-26
05-Jun-26	29-May-26	16-May-26	29-May-26
19-Jun-26	12-Jun-26	30-May-26	12-Jun-26
03-Jul-26	26-Jun-26	13-Jun-26	26-Jun-26
17-Jul-26	10-Jul-26	27-Jun-26	10-Jul-26
31-Jul-26	24-Jul-26	11-Jul-26	24-Jul-26
14-Aug-26	07-Aug-26	25-Jul-26	7-Aug-26
28-Aug-26	21-Aug-26	8-Aug-26	21-Aug-26
11-Sep-26	**3-Sep-26**	22-Aug-26	4-Sep-26
25-Sep-26	18-Sep-26	5-Sep-26	18-Sep-26
09-Oct-26	2-Oct-26	19-Sep-26	2-Oct-26
23-Oct-26	16-Oct-26	3-Oct-26	16-Oct-26
06-Nov-26	30-Oct-26	17-Oct-26	30-Oct-26
20-Nov-26	13-Nov-26	31-Oct-26	13-Nov-26
04-Dec-26	27-Nov-26	14-Nov-26	27-Nov-26
18-Dec-26	**10-Dec-26**	28-Nov-26	11-Dec-26
31-Dec-26	**17-Dec-26**	12-Dec-26	25-Dec-26
15-Jan-27	08-Jan-27	26-Dec-26	8-Jan-27

- Time Entry to be completed by Noon on Cut Off Days
- Time Approvals to be completed by 4:00 pm on Cut Off Days