

Monthly Pay Frequency - Associated Deadlines in 2026

Pay Period	Pay Dates	HR Workflow – Final Approval	Employee Self- service Updates for Timesheets, Direct Deposit, and W-4 Tax Information	Timekeeper Entry and Self-service Approver	Gross Pay Registers Available on
		Deadline at 7:00 PM on	Deadlines at 7:00 PM on	Deadlines for MOR* and MPP* Paygroups at 10am on	
JANUARY	FRIDAY 01-30-26	01-21-2026	01-21-2026	01-22-2026	01-23-2026
FEBRUARY	FRIDAY 02-27-26	02-23-2026	02-23-2026	02-24-2026	02-25-2026
MARCH	TUESDAY 03-31-26	03-25-2026	03-25-2026	03-26-2026	03-27-2026
APRIL	THURSDAY 04-30-26	04-22-2026	04-22-2026	04-23-2026	04-24-2026
MAY	FRIDAY 05-29-26	05-20-2026	05-20-2026	05-21-2026	05-22-2026
JUNE	TUESDAY 06-30-26	06-24-2026	06-24-2026	06-25-2026	06-26-2026
JULY	FRIDAY 07-31-26	07-27-2026	07-27-2026	07-28-2026	07-29-2026
AUGUST	MONDAY 08-31-26	08-25-2026	08-25-2026	08-26-2026	08-27-2026
SEPTEMBER	WEDNESDAY 09-30-26	09-23-2026	09-23-2026	09-24-2026	09-25-2026
OCTOBER	FRIDAY 10-30-26	10-21-2026	10-21-2026	10-22-2026	10-23-2026
NOVEMBER	MONDAY 11-30-26	11-18-2026	11-18-2026	11-19-2026	11-20-2026
DECEMBER	THURSDAY 12-31-26	12-16-2026	12-16-2026	12-17-2026	12-18-2026
Data entry/approval available again when Gross Pay Register available.					

*Variations for **MOR** and **MPP** employees' normal work schedules are reported and processed in the month they occur. For example, leave usage that occurs in January is reported/approved by the 1-27-26 deadline above and processed with the January monthly payroll.