

## 2026 Processing Calendar

Fiscal Year	Pay No.	Employee Type	Pay Period	Year	Employee Action Due to Budget Office	Employee Actions in Workday "successfully completed" by 5:00pm	Employee Timesheets Submitted for Approval by 6:00 pm	Supervisors Approval Due 10:00 am	Pay Date	Days in Pay Period
2026	1	All Students, Faculty & Staff	Dec 25-Jan 9	2026	January 5	January 7	January 9	January 12	January 16	12
2026	2	All Students, Faculty & Staff	Jan 10-24	2026	January 16	January 21	January 24	January 26	January 30	10
2026	3	All Students, Faculty & Staff	Jan 25-Feb 9	2026	February 2	February 4	February 9	February 10	February 16	11
2026	4	All Students, Faculty & Staff	Feb 10-24	2026	February 18	February 20	February 24	February 25	February 27	11
2026	5	All Students, Faculty & Staff	Feb 25-Mar 9	2026	March 3	March 5	March 9	March 10	March 16	09
2026	6	All Students, Faculty & Staff	Mar 10-24	2026	March 18	March 20	March 24	March 25	March 31	11
2026	7	All Students, Faculty & Staff	Mar 25-Apr 9	2026	April 3	April 7	April 9	April 10	April 16	12
2026	8	All Students, Faculty & Staff	Apr 10-24	2026	April 20	April 22	April 24	April 27	May 1	11
2026	9	All Students, Faculty & Staff	Apr 25-May 9	2026	May 4	May 6	May 9	May 11	May 15	10
2026	10	All Students, Faculty & Staff	May 10-24	2026	May 19	May 21	May 24	May 26	June 1	10
2026	11	All Students, Faculty & Staff	May 25-Jun 9	2026	June 2	June 4	June 9	June 10	June 16	12
2027	12	All Students, Faculty & Staff	Jun 10-24	2026	June 16	June 18	June 24	June 25	July 1	11
2027	13	All Students, Faculty & Staff	Jun 25-Jul 9	2026	July 2	July 7	July 9	July 10	July 16	11
2027	14	All Students, Faculty & Staff	Jul 10-24	2026	July 20	July 22	July 24	July 27	July 31	11
2027	15	All Students, Faculty & Staff	Jul 25-Aug 9	2026	August 4	August 6	August 9	August 10	August 14	10
2027	16	All Students, Faculty & Staff	Aug 10-24	2026	August 18	August 20	August 24	August 25	September 1	11
2027	17	All Students, Faculty & Staff	Aug 25-Sept 9	2026	September 2	September 4	September 9	September 10	September 16	12
2027	18	All Students, Faculty & Staff	Sept 10-24	2026	September 18	September 22	September 24	September 25	September 30	11
2027	19	All Students, Faculty & Staff	Sept 25-Oct 9	2026	October 5	October 7	October 9	October 12	October 16	11
2027	20	All Students, Faculty & Staff	Oct 10-24	2026	October 20	October 22	October 24	October 26	October 30	10
2027	21	All Students, Faculty & Staff	Oct 25-Nov 9	2026	November 3	November 5	November 9	November 10	November 16	11
2027	22	All Students, Faculty & Staff	Nov 10-24	2026	November 11	November 13	November 17	November 18	December 1	11
2027	23	All Students, Faculty & Staff	Nov 25-Dec 9	2026	December 4	December 7	December 9	December 10	December 16	11
2027	24	All Students, Faculty & Staff	Dec 10-24	2026	December 4	December 7	December 15	December 16	December 31	11

\* due to compressed processing schedule, actions effective for Pays 23 and 24 should be submitted as early as possible and no later than December 7th