

Compensation & Payroll Services

2026 Deadlines for Processing

To ensure timely processing and adherence to established deadlines, we kindly request that all required information be submitted at the earliest opportunity. Early submission helps mitigate the risk of high-volume activity on deadline dates, which may otherwise result in processing delays.

Pay Day		Payroll Submission Deadline	Deadline for Self Service Approvals (See note below)
1	January 14, 2026	4:30 p.m. Tuesday, December 30, 2025	4:30 p.m. Wednesday, December 31, 2025
2	January 28, 2026	4:30 p.m. Wednesday, January 14, 2026	4:30 p.m. Thursday, January 15, 2026
3	February 11, 2026	4:30 p.m. Wednesday, January 28, 2026	4:30 p.m. Thursday, January 29, 2026
4	February 25, 2026	4:30 p.m. Wednesday, February 11, 2026	4:30 p.m. Thursday, February 12, 2026
5	March 11, 2026	4:30 p.m. Wednesday, February 25, 2026	4:30 p.m. Thursday, February 26, 2026
6	March 25, 2026	4:30 p.m. Tuesday, March 10, 2026	4:30 p.m. Wednesday, March 11, 2026
7	April 8, 2026	4:30 p.m. Tuesday, March 24, 2026	4:30 p.m. Wednesday, March 25, 2026
8	April 22, 2026	4:30 p.m. Tuesday, April 7, 2026	4:30 p.m. Wednesday, April 8, 2026
9	May 6, 2026	4:30 p.m. Wednesday, April 22, 2026	4:30 p.m. Thursday, April 23, 2026
10	May 20, 2026	4:30 p.m. Tuesday, May 5, 2026	4:30 p.m. Wednesday, May 6, 2026
11	June 3, 2026	4:30 p.m. Wednesday, May 20, 2026	4:30 p.m. Thursday, May 21, 2026
12	June 17, 2026	4:00 p.m. Wednesday, June 3, 2026	4:00 p.m. Thursday, June 4, 2026
13	July 1, 2026	4:00 p.m. Monday June 15, 2026	4:00 p.m. Tuesday, June 16, 2026
14	July 15, 2026	4:00 p.m. Monday, June 29, 2026	4:00 p.m. Tuesday, June 30, 2026
15	July 29, 2026	4:00 p.m. Wednesday, July 15, 2026	4:00 p.m. Thursday, July 16, 2026
16	August 12, 2026	4:00 p.m. Tuesday, July 28, 2026	4:00 p.m. Wednesday, July 29, 2026
17	August 26, 2026	4:00 p.m. Wednesday, August 12, 2026	4:00 p.m. Thursday, August 13, 2026
18	September 9, 2026	4:00 p.m. Tuesday, August 25, 2026	4:00 p.m. Wednesday, August 26, 2026
19	September 23, 2026	4:30 p.m. Wednesday, September 9, 2026	4:30 p.m. Thursday, September 10, 2026
20	October 7, 2026	4:30 p.m. Tuesday, September 22, 2026	4:30 p.m. Wednesday, September 23, 2026
21	October 21, 2026	4:30 p.m. Tuesday, October 6, 2026	4:30 p.m. Wednesday, October 7, 2026
22	November 4, 2026	4:30 p.m. Wednesday, October 21, 2026	4:30 p.m. Thursday, October 22, 2026
23	November 18, 2026	4:30 p.m. Tuesday, November 3, 2026	4:30 p.m. Wednesday, November 4, 2026
24	December 2 2026	4:30 p.m. Wednesday, November 18, 2026	4:30 p.m. Thursday, November 19, 2026
25	December 16, 2026	4:30 p.m. Wednesday, December 2, 2026	4:30 p.m. Thursday, December 3, 2026
26	December 30, 2026	4:30 p.m. Wednesday, December 9, 2026	4:30 p.m. Thursday, December 10, 2026
01	January 13, 2027	4:30 p.m. Tuesday, December 29, 2026	4:30 p.m. Wednesday, December 30, 2026

***Note:** The Self-Service Approval Deadline is the last guaranteed date that a fully approved self-service timesheet will be processed. Timesheets approved after this date may experience delays in processing. All other transactions submitted to payroll must adhere to the Payroll Submission Deadline.