

2026 MONTHLY PAYROLL CALENDAR

		HR Deadline	Payroll Deadline	Employee Leave Report	Approver Leave Report	
Payroll ID and Number	Period Covered	EPAF/Paperwork Due Before 4:00 PM	Information received after 9:00 AM on this day will be processed on the next payroll.	Submission Before 5:00 PM (a)	Approval Before 5:00 PM (a)	Check Date
MO/MH/MI 01	12/01/2025 - 12/31/2025	12/10/2025	12/12/2025	01/5/2026	01/10/2026	01/02/2026
MO/MH/MI 02	01/01/2026 - 01/31/2026	1/21/2026	1/23/2026	02/5/2026	02/10/2026	02/02/2026
MO/MH/MI 03	02/01/2026 - 02/28/2026	2/18/2026	2/20/2026	03/5/2026	03/10/2026	03/02/2026
MO/MH/MI 04	03/01/2026 - 03/31/2026	3/19/2026	3/23/2026	04/5/2026	04/10/2026	04/01/2026
MO/MH/MI 05	04/01/2026 - 04/30/2026	4/20/2026	4/22/2026	05/5/2026	05/10/2026	05/01/2026
MO/MH/MI 06	05/01/2026 - 05/31/2026	5/19/2026	5/21/2026	06/5/2026	06/10/2026	06/01/2026
MO/MH/MI 07	06/01/2026 - 06/30/2026	6/18/2026	6/22/2026	07/5/2026	07/10/2026	07/01/2026
MO/MH/MI 08	07/01/2026 - 07/31/2026	7/21/2026	7/23/2026	08/5/2026	08/10/2026	08/03/2026
MO/MH/MI 09	08/01/2026 - 08/31/2026	8/20/2026	8/24/2026	09/5/2026	09/10/2026	09/01/2026
MO/MH/MI 10	09/01/2026 - 09/30/2026	9/16/2026	9/18/2026	10/5/2026	10/10/2026	10/01/2026
MO/MH/MI 11	10/01/2026 - 10/31/2026	10/20/2026	10/22/2026	11/5/2026	11/10/2026	11/02/2026
MO/MH/MI 12	11/01/2026 - 11/30/2026	11/17/2026	11/19/2026	12/5/2026	12/10/2026	12/01/2026

(a) Note - Departmental deadlines may be earlier than payroll deadlines, please always verify with your supervisor.
1/2/26 - Pay Date - Due to 1/1/26 Federal Reserve Holiday

Dates may be subject to change due to unforeseen circumstances

Revised 10/29/25