



Payroll Services – 2026 Time and Labor Cutoff Dates

- The Time Admin process runs twice daily at 3:00 a.m. and 12:00 p.m.
- Approve time entered daily, after the Time Admin process runs, to ensure that no hours are missed.
- Dates highlighted in **yellow** on this document represent a change in the schedule due to a holiday.

Payroll Cycle	Check Date	Pay Period Start and End	Cutoff Dates - **4:00 p.m.**
Salary	Friday – 1/2	12/20/25-1/2/26	Tuesday - 12/22/2025 Early Cut Off
Hourly	Friday - 1/9	12/20/25-1/2/26	Monday - 1/5
Salary	Friday - 1/16	1/3 - 1/16	Monday - 1/12
Hourly	Friday - 1/23	1/3 - 1/16	Sunday - 1/18
Salary	Friday - 1/30	1/17 - 1/30	Monday - 1/26
Hourly	Friday - 2/6	1/17 - 1/30	Monday - 2/2
Salary	Friday - 2/13	1/31 - 2/13	Monday - 2/9
Hourly	Friday - 2/20	1/31 - 2/13	Monday - 2/16
Salary	Friday - 2/27	2/14 - 2/27	Monday - 2/23
Hourly	Friday - 3/6	2/14 - 2/27	Monday - 3/2
Salary	Friday - 3/13	2/28 - 3/13	Monday - 3/9
Hourly	Friday - 3/20	2/28 - 3/13	Monday - 3/16
Salary	Friday - 3/27	3/14 - 3/27	Monday - 3/23
Hourly	Friday - 4/3	3/14 - 3/27	Monday - 3/30
Salary	Friday - 4/10	3/28 - 4/10	Monday - 4/6
Hourly	Friday - 4/17	3/28 - 4/10	Monday - 4/13
Salary	Friday - 4/24	4/11 - 4/24	Monday - 4/20
Hourly	Friday - 5/1	4/11/ - 4/24	Monday - 4/27
Salary	Friday - 5/8	4/25 - 5/8	Monday - 5/4
Hourly	Friday - 5/15	4/25 - 5/8	Monday - 5/11
Salary	Friday - 5/22	5/9 - 5/22	Monday - 5/18
Hourly	Friday - 5/29	5/9 - 5/22	Sunday - 5/24
Salary	Friday - 6/5	5/23 - 6/5	Monday - 6/1
Hourly	Friday - 6/12	5/23 - 6/5	Monday - 6/8
Salary	Thursday - 6/18	6/6 - 6/19	Friday - 6/12
Hourly	Friday - 6/26	6/6 - 6/19	Monday - 6/22
Salary	Thursday - 7/2	6/20 - 7/3	Friday - 6/26



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Hourly	Friday - 7/10	6/20 - 7/3	Monday - 7/6
Salary	Friday - 7/17	7/4 - 7/17	Monday - 7/13
Hourly	Friday - 7/24	7/4 - 7/17	Monday - 7/20
Salary	Friday - 7/31	7/18 - 7/31	Monday - 7/27
Hourly	Friday - 8/7	7/18 - 7/31	Monday - 8/3
Salary	Friday - 8/14	8/1 - 8/14	Monday - 8/10
Hourly	Friday - 8/21	8/1 - 8/14	Monday - 8/17
Salary	Friday - 8/28	8/15 - 8/28	Monday - 8/24
Hourly	Friday - 9/4	8/15 - 8/28	Monday - 8/31
Salary	Friday - 9/11	8/29 - 9/11	Sunday - 9/6
Hourly	Friday - 9/18	8/29 - 9/11	Monday - 9/14
Salary	Friday - 9/25	9/12 - 9/25	Monday - 9/21
Hourly	Friday - 10/2	9/12 - 9/25	Monday - 9/28
Salary	Friday - 10/9	9/26 - 10/9	Monday - 10/5
Hourly	Friday - 10/16	9/26 - 10/9	Monday - 10/12
Salary	Friday - 10/23	10/10 - 10/23	Monday - 10/19
Hourly	Friday - 10/30	10/10 - 10/23	Monday - 10/26
Salary	Friday - 11/06	10/24 - 11/6	Monday - 11/2
Hourly	Friday - 11/13	10/24 - 11/6	Monday - 11/9
Salary	Friday - 11/20	11/7 - 11/20	Monday - 11/16
Hourly	Wed. - 11/25	11/7 - 11/20	Friday - 11/20