

Payroll Services

Time & Labor Cutoff Dates - 2026

Payroll Cycle	Check Date	Pay Period Start and End	Time & Labor Cut Off Dates **4pm**
Salary	Friday - 01/02/2026	12/20/25-1/2/2026	Tuesday - 12/22/2025 Early Cut Off
Hourly	Friday - 01/09/2026	12/20/25-1/2/2026	Monday - 01/05/2026
Salary	Friday - 01/16/2026	1/3/2026-1/16/26	Monday - 01/12/2026
Hourly	Friday - 01/23/2026	1/3/2026-1/16/26	Sunday - 01/18/2026
Salary	Friday - 01/30/2026	1/17/26-1/30/26	Monday - 01/26/2026
Hourly	Friday - 02/06/2026	1/17/26-1/30/26	Monday - 02/02/2026
Salary	Friday - 02/13/2026	1/31/26-2/13/26	Monday - 02/09/2026
Hourly	Friday - 02/20/2026	1/31/26-2/13/26	Monday - 02/16/2026
Salary	Friday - 02/27/2026	2/14/26-2/27/26	Monday - 02/23/2026
Hourly	Friday - 03/06/2026	2/14/26-2/27/26	Monday - 03/02/2026
Salary	Friday - 03/13/2026	2/28/26-3/13/26	Monday - 03/09/2026
Hourly	Friday - 03/20/2026	2/28/26-3/13/26	Monday - 03/16/2026
Salary	Friday - 03/27/2026	3/14/26-3/27/26	Monday - 03/23/2026
Hourly	Friday - 04/03/2026	3/14/26-3/27/26	Monday - 03/30/2026
Salary	Friday - 04/10/2026	3/28/26-4/10/26	Monday - 04/06/2026
Hourly	Friday - 04/17/2026	3/28/26-4/10/26	Monday - 04/13/2026
Salary	Friday - 04/24/2026	4/11/26-4/24/26	Monday - 04/20/2026
Hourly	Friday - 05/01/2026	4/11/26-4/24/26	Monday - 04/27/2026
Salary	Friday - 05/08/2026	4/25/26-5/8/26	Monday - 05/04/2026
Hourly	Friday - 05/15/2026	4/25/26-5/8/26	Monday - 05/11/2026
Salary	Friday - 05/22/2026	5/9/26-5/22/26	Monday - 05/18/2026
Hourly	Friday - 05/29/2026	5/9/26-5/22/26	Sunday - 05/24/2026
Salary	Friday - 06/05/2026	5/23/26-6/5/26	Monday - 06/01/2026
Hourly	Friday - 06/12/2026	5/23/26-6/5/26	Monday - 06/08/2026
Salary	Thursday - 06/18/2026	6/6/26-6/19/26	Friday - 06/12/2026
Hourly	Friday - 06/26/2026	6/6/26-6/19/26	Monday - 06/22/2026
Salary	Thursday - 07/02/2026	6/20/26-7/3/26	Friday - 06/26/2026
Hourly	Friday - 07/10/2026	6/20/26-7/3/26	Monday - 07/06/2026
Salary	Friday - 07/17/2026	7/4/26-7/17/26	Monday - 07/13/2026
Hourly	Friday - 07/24/2026	7/4/26-7/17/26	Monday - 07/20/2026
Salary	Friday - 07/31/2026	7/18/26-7/31/26	Monday - 07/27/2026
Hourly	Friday - 08/07/2026	7/18/26-7/31/26	Monday - 08/03/2026
Salary	Friday - 08/14/2026	8/1/26-8/14/26	Monday - 08/10/2026
Hourly	Friday - 08/21/2026	8/1/26-8/14/26	Monday - 08/17/2026
Salary	Friday - 08/28/2026	8/15/26-8/28/26	Monday - 08/24/2026
Hourly	Friday - 09/04/2026	8/15/26-8/28/26	Monday - 08/31/2026
Salary	Friday - 09/11/2026	8/29/26-9/11/26	Sunday - 09/06/2026
Hourly	Friday - 09/18/2026	8/29/26-9/11/26	Monday - 09/14/2026
Salary	Friday - 09/25/2026	9/12/26-9/25/26	Monday - 09/21/2026
Hourly	Friday - 10/02/2026	9/12/26-9/25/26	Monday - 09/28/2026
Salary	Friday - 10/09/2026	9/26/26-10/09/26	Monday - 10/05/2026
Hourly	Friday - 10/16/2026	9/26/26-10/09/26	Monday - 10/12/2026
Salary	Friday - 10/23/2026	10/10/26-10/23/26	Monday - 10/19/2026
Hourly	Friday - 10/30/2026	10/10/26-10/23/26	Monday - 10/26/2026
Salary	Friday - 11/06/2026	10/24/26-11/06/26	Monday - 11/02/2026
Hourly	Friday - 11/13/2026	10/24/26-11/06/26	Monday - 11/09/2026
Salary	Friday - 11/20/2026	11/07/26-11/20/26	Monday - 11/16/2026
Hourly	Wednesday - 11/25/2026	11/07/26-11/20/26	Friday - 11/20/2026

The Time Admin process runs at 3 AM and 12 noon daily.

You can approve time entered after the Time Admin process is run.

Approve time daily to ensure that no hours are missed.

Dates highlighted in yellow represent a change in the schedule due to a holiday.