

# JANUARY 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
28	<b>29</b> BW 1 Timecard review finalized/locked for editing 9 am BW 1 Runs	<b>30</b>	<b>31</b>	<b>1</b> New Year's Day	<b>2</b> AU Holiday BW 1 pay date	3
4	<b>5</b>	<b>6</b> F9 1 EPAF all approvals by Noon F9 1 Late Pays/LWOP approvals by 2 pm	<b>7</b>	<b>8</b> BW 2 EPAF all approvals by Noon F9 1 Runs	<b>9</b> BW 2 Late Pay/LWOP approvals by 2 pm	10
11	<b>12</b> BW 2 Timecard review finalized/locked for editing 12 pm (Noon)	<b>13</b> BW 2 Runs	<b>14</b>	<b>15</b> F9 1 pay date	<b>16</b> BW 2 pay date F9 2 EPAF all approvals by Noon	17
18	<b>19</b> M L King Day	<b>20</b> F9 2 Late Pays/LWOP approvals by 2 pm	<b>21</b>	<b>22</b> BW 3 EPAF all approvals by Noon F9 2 Runs	<b>23</b> BW 3 Late Pay/LWOP approvals by 2 pm MN 1 EPAF all approvals by Noon	24
25	<b>26</b> BW 3 Timecard review finalized/locked for editing 12 pm (Noon) MN 1 Late Pays/LWOP approvals by 2 pm	<b>27</b> BW 3 Runs	<b>28</b> MN 1 Runs	<b>29</b>	<b>30</b> BW 3 pay date F9 2 pay date MN 1 pay date	31

# FEBRUARY 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5 BW 4 EPAF all approvals by Noon	6 F9 3 EPAF all approvals by Noon BW 4 Late Pay/LWOP approvals by 2 pm	7
8	9 BW 4 Timecard review finalized/locked for editing 12 pm (Noon) F9 3 Late Pays/LWOP approvals by 2 pm	10 BW 4 Runs	11 F9 3 Runs	12	13 BW 4 pay date F9 3 pay date	14
15	16 F9 4 EPAF all approvals by Noon	17 F9 4 Late Pays/LWOP approvals by 2 pm	18	19 F9 4 Runs BW 5 EPAF all approvals by Noon	20 MN 2 EPAF all approvals by Noon BW 5 Late Pay/LWOP approvals by 2 pm	21
22	23 BW 5 Timecard review finalized/locked for editing 12 pm (Noon) MN 2 Late Pays/LWOP approvals by 2 pm	24 BW 5 Runs	25 MN 2 Runs	26	27 BW 5 pay date F9 4 pay date MN 2 pay date	28

# MARCH 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5 BW 6 EPAF all approvals by Noon	6 F9 5 EPAF all approvals by Noon BW 6 Late Pay/LWOP approvals by 2 pm	7
8	9 BW 6 Timecard review finalized/locked for editing 12 pm (Noon) F9 5 Late Pays/LWOP approvals by 2 pm	10 BW 6 Runs	11 F9 5 Runs	12	13 BW 6 pay date F9 5 pay date	14
15	16	17 F9 6 EPAF all approvals by Noon	18 F9 6 Late Pays/LWOP	19 F9 6 Runs BW 7 EPAF all approvals by Noon	20 F9 6 EPAF all approvals by Noon BW 7 Late Pay/LWOP approvals by 2 pm	21
22	23 BW 7 Timecard review finalized/locked for editing 12 pm (Noon) F9 6 Late Pays/LWOP MN 3 EPAF all approvals by Noon	24 BW 7 Runs MN 3 Late Pays/LWOP approvals by 2 pm	25 F9 6 Runs	26 MN 3 Runs	27 BW 7 pay date	28
29	30	31 F9 6 pay date MN 3 pay date				

# APRIL 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2 BW 8 EPAF all approvals by Noon	3 BW 8 Late Pay/LWOP approvals by 2 pm	4
5	6 BW 8 Timecard review finalized/locked for editing 12 pm (Noon)	7 BW 8 Runs	8 F9 7 EPAF all approvals by Noon	9 F9 7 Late Pays/LWOP approvals by 2 pm	10 BW 8 pay date	11
12	13 F9 7 Runs	14	15 F9 7 pay date	16 BW 9 EPAF all approvals by Noon	17 BW 9 Late Pay/LWOP approvals by 2 pm	18
19	20 BW 9 Timecard review finalized/locked for editing 12 pm (Noon) F9 8 EPAF all approvals by Noon	21 BW 9 Runs F9 8 Late Pays/LWOP approvals by 2 pm	22 MN 4 EPAF all approvals by Noon	23 MN 4 Late Pays/LWOP approvals by 2 pm F9 8 Runs	24 BW 9 pay date	25
26	27	28 MN 4 Runs	29	30 F9 8 pay date MN 4 pay date BW 10 EPAF all approvals by Noon		

# MAY 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1  BW 10 Late Pay/LWOP approvals by 2 pm	2
3	4  BW 10 Timecard review finalized/locked for editing 12 pm (Noon)	5  BW 10 Runs	6	7  F9 9 EPAF all approvals by Noon	8  BW 10 pay date F9 9 Leave approved by 2 pm	9
10	11  F9 9 Late Pays/LWOP approvals by 2 pm	12	13  F9 9 Runs	14  BW 11 EPAF all approvals by Noon	15  F9 9 pay date BW 11 Late Pay/LWOP approvals by 2 pm	16
17	18  BW 11 Timecard review finalized/locked for editing 12 pm (Noon)	19  BW 11 Runs SF 1 EPAF all approvals by Noon SF 1 Late Pays/LWOP approvals by 2 pm	20  SF 1 Leave approved by 2 pm	21  SF 1 Runs  MN 5 EPAF all approvals by Noon	22  BW 11 pay date  MN 5 Late Pays/LWOP approvals by 2 pm	23
24	25 Memorial Day	26	27  MN 5 Runs	28  BW 12 EPAF all approvals by Noon	29  SF 1 pay date MN 5 pay date BW 12 Late Pay/LWOP approvals by 2 pm	30
31						

# JUNE 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
31	<b>1</b>  BW 12 Timecard review finalized/locked for editing 12 pm (Noon)	<b>2</b>  BW 12 Runs	<b>3</b>	<b>4</b>	<b>5</b>  SF 2 EPAF all approvals by Noon  BW 12 pay date	<b>6</b>
7	<b>8</b>	<b>9</b>  SF 2 Late Pays/LWOP approvals by 2 pm	<b>10</b>  SF 2 Leave approved by 2 pm	<b>11</b>  SF 2 Runs BW 13 EPAF all approvals by Noon	<b>12</b>  BW 13 Late Pay/LWOP approvals by 2 pm	<b>13</b>
14	<b>15</b>  BW 13 Timecard review finalized/locked for editing 12 pm (Noon)  SF 2 pay date	<b>16</b>  BW 13 Runs	<b>17</b>	<b>18</b>  BW 13 pay date SF 3 EPAF all approvals by Noon	<b>19 Juneteenth</b>	<b>20</b>
21	<b>22</b>  SF 3 Late Pays/LWOP approvals by 2 pm	<b>23</b>  SF 3 Leave approved by 2 pm  MN 6 EPAF all approvals by Noon	<b>24</b>  SF 3 Runs  MN 6 Late Pays/LWOP approvals by 2 pm	<b>25</b>  MN 6 Runs BW 14 EPAF all approvals by Noon	<b>26</b>	<b>27</b>
28	<b>29</b>  BW 14 Timecard review finalized/locked for editing 12 pm (Noon)	<b>30</b>  SF 3 pay date MN 6 pay date BW 14 Runs				

# JULY 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2  BW 14 pay date	3 AU Holiday	4  Independence Day
5	6  SF 4 EPAF all approvals by Noon	7  SF 4 Late Pays/LWOP approvals by 2 pm	8  SF 4 Leave approved by 2 pm	9  SF 4 Runs BW 15 EPAF all approvals by Noon	10  BW 15 Late Pay/LWOP approvals by 2 pm	11
12	13  BW 15 Timecard review finalized/locked for editing 12 pm (Noon)	14  BW 15 Runs	15  SF 4 pay date	16	17  BW 15 pay date	18
19	20  SF 5 EPAF all approvals by Noon	21  SF 5 Late Pays/LWOP approvals by 2 pm	22  BW 16 EPAF all approvals by Noon SF 5 Leave approved by 2 pm	23  SF 5 Runs	24  BW 16 Late Pay/LWOP approvals by 2 pm MN 7 EPAF all approvals by Noon	25
26	27  BW 16 Timecard review finalized/locked for editing 12 pm (Noon) MN 7 Late Pays/LWOP approvals by 2 pm	28  BW 16 Runs	29  MN 7 Runs	30	31  BW 16 pay date SF 5 pay date MN 7 pay date	

# AUGUST 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5 BW 17 EPAF all approvals by Noon	6 BW 17 Late Pay/LWOP approvals by 2 pm	7 SF 6 EPAF all approvals by Noon	8
9	10 BW 17 Timecard review finalized/locked for editing 12 pm (Noon) SF 6 Late Pays/LWOP approvals by 2 pm	11 BW 17 Runs SF 6 Leave approved by 2 pm	12 SF 6 Runs	13	14 BW 17 pay date SF 6 pay date	15
16	17	18	19 BW 18 EPAF all approvals by Noon	20 BW 18 Late Pay/LWOP approvals by 2 pm	21 F9 10 EPAF all approvals by Noon MN 8 EPAF all approvals by Noon	22
23	24 BW 18 Timecard review finalized/locked for editing 12 pm (Noon) F9 10 Late Pays/LWOP approvals by 2 pm MN 8 Late Pays/LWOP approvals by 2 pm	25 BW 18 Runs F9 10 Leave approved by 2 pm	26 MN 8 Runs	27 F9 10 Runs	28 BW 18 pay date	29
30	31 F9 10 pay date MN 8 pay date					

# SEPTEMBER 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3 BW 19 EPAF all approvals by Noon	4 BW 19 Late Pay/LWOP approvals by 2 pm F9 11 EPAF all approvals by Noon GA Spec Late pays due by 12pm	5
6	7 Labor Day	8 BW 19 Timecard review finalized/locked for editing 12 pm (Noon) F9 11 Late Pays/LWOP approvals by 2 pm	9 BW 19 Runs F9 11 Leave approved by 2 pm	10 F9 11 Runs	11 BW 19 pay date	12
13	14 GA Special Pay Run	15 F9 11 pay date	16 GA Special Payday	17 BW 20 EPAF all approvals by Noon	18 BW 20 Late Pay/LWOP approvals by 2 pm	19
20	21 BW 20 Timecard review finalized/locked for editing 12 pm (Noon) F9 12 EPAF all approvals by Noon	22 BW 20 Runs F9 12 Late Pays/LWOP approvals by 2 pm	23 F9 12 Leave approved by 2 pm MN 9 EPAF all approvals by Noon	24 F9 12 Runs MN 9 Late Pays/LWOP approvals by 2 pm	25 BW 20 pay date	26
27	28 MN 9 Runs	29	30 F9 12 pay date MN 9 pay date	1	2	3

# OCTOBER 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				<b>1</b>  BW 21 EPAF all approvals by Noon	<b>2</b>  BW 21 Late Pay/LWOP approvals by 2 pm	<b>3</b>
<b>4</b>	<b>5</b>  BW 21 Timecard review finalized/locked for editing 12 pm (Noon)	<b>6</b>  BW 21 Runs	<b>7</b>	<b>8</b>  F9 13 EPAF all approvals by Noon	<b>9</b>  BW 21 pay date  F9 13 Late Pays/LWOP approvals by 2 pm	<b>10</b>
<b>11</b>	<b>12</b>  F9 13 Leave approved by 2 pm	<b>13</b>  F9 13 Runs	<b>14</b>	<b>15</b>  F9 13 pay date BW 22 EPAF all approvals by Noon	<b>16</b>  BW 22 Late Pay/LWOP approvals by 2 pm	<b>17</b>
<b>18</b>	<b>19</b>  BW 22 Timecard review finalized/locked for editing 12 pm (Noon)	<b>20</b>  BW 22 Runs	<b>21</b>	<b>22</b>  F9 14 EPAF all approvals by Noon	<b>23</b>  F9 14 Late Pays/LWOP approvals by 2 pm BW 22 pay date MN 10 EPAF all approvals by Noon	<b>24</b>
<b>25</b>	<b>26</b>  F9 14 Leave approved by 2 pm MN 10 Late Pays/LWOP approvals by 2 pm	<b>27</b>  F9 14 Runs	<b>28</b>  MN 10 Runs	<b>29</b>  BW 23 EPAF all approvals by Noon	<b>30</b>  F9 14 pay date MN 10 pay date BW 23 Late Pay/LWOP approvals by 2 pm	<b>31</b>

# NOVEMBER 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	<b>2</b> BW 23 Timecard review finalized/locked for editing 12 pm (Noon)	<b>3</b> BW 23 Runs	<b>4</b>	<b>5</b>	<b>6</b> F9 15 EPAF all approvals by Noon  BW 23 pay date	<b>7</b>
8	<b>9</b> F9 15 Late Pays/LWOP approvals by 2 pm	<b>10</b> F9 15 Leave approved by 2 pm	<b>11</b> F9 15 Runs	<b>12</b> BW 24 EPAF all approvals by Noon	<b>13</b> F9 15 pay date  BW 24 Late Pay/LWOP approvals by 2 pm	<b>14</b>
15	<b>16</b> BW 24 Timecard review finalized/locked for editing 12 pm (Noon) F9 16 EPAF all approvals by Noon	<b>17</b> BW 24 Runs F9 16 Late Pays/LWOP by 2 pm	<b>18</b> F9 16 Leave approved by 2 pm MN 11 EPAF all approvals by Noon	<b>19</b> F9 16 Runs MN 11 Late Pays/LWOP approvals by 2 pm	<b>20</b> BW 24 pay date	<b>21</b>
22	<b>23</b> BW 25 EPAF all approvals by Noon MN 11 Runs	<b>24</b> BW 25 Late Pay/LWOP approvals by 2 pm	<b>25</b> AU Holiday	<b>26</b> Thanksgiving	<b>27</b> AU Holiday	<b>28</b>
29	<b>30</b> F9 16 pay date MN 11 pay date BW 25 Timecard review finalized/locked for editing 12 pm (Noon)					

# DECEMBER 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1  BW 25 Runs	2	3	4  BW 25 pay date	5
6	7  F9 17 EPAF all approvals by Noon	8  F9 17 Late Pays/LWOP approvals by 2 pm	9  F9 17 Leave approved by 2 pm	10  F9 17 Runs BW 26 EPAF all approvals by Noon	11  BW 26 Late Pay/LWOP approvals by 2 pm F9 18 EPAF all approvals by Noon	12
13	14  BW 26 Timecard review finalized/locked for editing 12 pm (Noon) F9 18 Late Pays/LWOP approvals by 2 pm MN 12 EPAF all approvals by Noon	15  BW 26 Runs F9 17 pay date F9 18 Leave approved by 2 pm MN 12 Late Pays/LWOP approvals by 2 pm	16  F9 18 Runs	17  MN 12 Runs BW 27 EPAF all approvals by Noon	18  BW 26 pay date  BW 27 Late Pay/LWOP approvals by 2 pm	19
20	21 AU Holiday	22 AU Holiday	23 AU Holiday	24 AU Holiday	25 Christmas	26
27	28 AU Holiday	29 AU Holiday  BW 27 Timecard review finalized/locked for editing 9 am BW 27 Runs	30 AU Holiday	31 AU Holiday  BW 27 pay date  F9 18 pay date  MN 12 pay date	1 New Year's Day	2

