

**2026 Time Entry and Approval Deadlines**

<b>Time Worked</b>	<b>Employee Time Entry Deadline</b>	<b>Reports to Time Approval Deadline</b>	<b>Payday</b>
December 16-31, 2025	January 2, 2026 at 8:00 a.m.	January 2, 2026 at 4:00 p.m.	January 9, 2026
January 1-15, 2026	January 16, 2026 at 8:00 a.m.	January 16, 2026 at 4:00 p.m.	January 23, 2026
January 16-31, 2026	February 2, 2026 at 8:00 a.m.	February 2, 2026 at 4:00 p.m.	February 10, 2026
February 1-15, 2026	February 18, 2026 at 8:00 a.m.	February 18, 2026 at 4:00 p.m.	February 25, 2026
February 16-28, 2026	March 2, 2026 at 8:00 a.m.	March 2, 2026 at 4:00 p.m.	March 10, 2026
March 1-15, 2026	March 18, 2026 at 8:00 a.m.	March 18, 2026 at 4:00 p.m.	March 25, 2026
March 16-31, 2026	March 27, 2026 at 8:00 a.m.	March 27, 2026 at 4:00 p.m.	April 10, 2026
April 1-15, 2026	April 17, 2026 at 8:00 a.m.	April 17, 2026 at 4:00 p.m.	April 24, 2026
April 16-30, 2026	May 1, 2026 at 8:00 a.m.	May 1, 2026 at 4:00 p.m.	May 8, 2026
May 1-15, 2026	May 15, 2026 at 8:00 a.m.	May 15, 2026 at 4:00 p.m.	May 25, 2026
May 16-31, 2026	June 1, 2026 at 8:00 a.m.	June 1, 2026 at 4:00 p.m.	June 10, 2026
June 1-15, 2026	June 18, 2026 at 8:00 a.m.	June 18, 2026 at 4:00 p.m.	June 25, 2026
June 16-30, 2026	July 2, 2026 at 8:00 a.m.	July 2, 2026 at 4:00 p.m.	July 10, 2026
July 1-15, 2026	July 17, 2026 at 8:00 a.m.	July 17, 2026 at 4:00 p.m.	July 24, 2026
July 16-31, 2026	July 31, 2026 at 8:00 a.m.	July 31, 2026 at 4:00 p.m.	August 10, 2026
August 1-15, 2026	August 18, 2026 at 8:00 a.m.	August 18, 2026 at 4:00 p.m.	August 25, 2026
August 16-31, 2026	September 1, 2026 at 8:00 a.m.	September 1, 2026 at 4:00 p.m.	September 10, 2026
September 1-15, 2026	September 18, 2026 at 8:00 a.m.	September 18, 2026 at 4:00 p.m.	September 25, 2026
September 16-30, 2026	October 1, 2026 at 8:00 a.m.	October 1, 2026 at 4:00 p.m.	October 9, 2026
October 1-15, 2026	October 16, 2026 at 8:00 a.m.	October 16, 2026 at 4:00 p.m.	October 23, 2026
October 16-31, 2026	November 2, 2026 at 4:00 p.m.	November 2, 2026 at 4:00 p.m.	November 10, 2026
November 1-15, 2026	November 18, 2026 at 8:00 a.m.	November 18, 2026 at 4:00 p.m.	November 25, 2026
November 16-30, 2026	December 1, 2026 at 8:00 a.m.	December 1, 2026 at 4:00 p.m.	December 10, 2026
December 1-15, 2026	December 17, 2026 at 8:00 a.m.	December 17, 2026 at 4:00 p.m.	December 24, 2026