

# February 2026 Payroll Processing Calendar



Division of Human Resources  
& Organizational Effectiveness

\*Schedule Subject to change based on processing requirements. Refer to the Payroll Website for updates.

Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
1	2 Monthly Payday #26-12 Timesheets, BP Approvals, PPRs, & Time Off Due @ 11am #26-12 Pay Calculation Results Report available @ noon	3 #26-12 Pay Calculation Results Report Refreshed @ 10am #26-12 Timesheets Locked Only Timekeepers can update Run Timekeeper Reports Final #26-12 BW refresh @ Midnight	4 #26-12 BW Final Pay Calculation Report available after noon	5	6 #26-12 BW Payday	7
8	9	10	11 #26-13 Retro Timesheets & BP Approvals due at 5pm	12	13 Monthly Retro BP approvals due @ 5pm	14
15	16 #26-13 Timesheets, BP Approvals, PPRs, & Time Off Due @ 11am #26-13 Pay Calculation Results Report available @ noon Monthly Pay Calculation Results Report available @ Noon	17 #26-13 Pay Calculation Results Report Refreshed @ 10am #26-13 Timesheets Locked Only Timekeepers can update Run Timekeeper Reports Final #26-13 BW refresh @ Midnight Monthly Pay Calculation Report Refreshed @ 10am	18 #26-13 BW Final Pay Calculation Report available after noon Monthly Pay Calculation Report Refreshed @ 10am Monthly PPRs Due @ 11am	19 Monthly Pay Calculation Results Report Refreshed @ 10am Current Monthly BP approvals due @ 5pm	20 #26-13 BW Payday Monthly Pay Calculation Report Refreshed @ 10am Final Monthly refresh @ Midnight	21
22	23 Monthly Final Pay Calculation Report available after noon	24	25	26 #26-14 Retro Timesheets & BP Approvals due at 5pm	27	28