

# January 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 <b>Winter Break</b>	2 Monthly Payday	3
4	5 #26-10 Timesheets, BP Approvals, PPRs, & Time Off Due @ 11am  #26-10 Pay Calculation Results Report available @ noon	6 #26-10 Pay Calculation Results Report Refreshed @ 10am  #26-10 Timesheets Locked Only Timekeepers can update  Run Timekeeper Reports <u>Final #26-10 BW refresh @ Midnight</u>	7 #26-10 BW Final Pay Calculation Report available after noon	8	9 #26-10 BW Payday	10
11	12	13	14 #26-11 Retro Timesheets & BP Approvals due at 5pm	15 Monthly Retro BP approvals due @ 5pm	16 #26-11 Timesheets, BP Approvals, PPRs, & Time Off Due @ 11am  #26-11 Pay Calculation Results Report available @ noon  Monthly Pay Calculation Results Report available @ Noon	17
18	19 <b>Martin Luther King, Jr. Day</b>	20 #26-11 Pay Calculation Results Report Refreshed @ 10am  #26-11 Timesheets Locked Only Timekeepers can update  Run Timekeeper Reports <u>Final #26-11 BW refresh @ Midnight</u>  Monthly Pay Calculation Report Refreshed @ 10am	21 #26-11 BW Final Pay Calculation Report available after noon  Monthly Pay Calculation Report Refreshed @ 10am  Monthly PPRs Due @ 11am	22 Monthly Pay Calculation Results Report Refreshed @ 10am  Current Monthly BP approvals due @ 5pm	23 #26-11 BW Payday  Monthly Pay Calculation Report Refreshed @ 10am  <u>Final Monthly refresh @ Midnight</u>	25
25	26 Monthly Final Pay Calculation Report available after noon	27	28	29 #26-12 Retro Timesheets & BP Approvals due at 5pm	30	31

Updated: 6/12/2025