



January 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Official ASU-designated holiday	2	3
4 Pay period ends: Dec. 22–Jan. 4 Transaction deadline	5 Approve all time Time entry locks at noon Pay period starts	6 Time entry remains locked Payroll complete	7 Payroll reconciliation reporting Time entry unlocked at 9 a.m.	8	9 Payday	10
11	12	13	14	15	16 Accelerated payroll Approve all time Time entry locks at noon	17
18 Pay period ends: Jan. 5–Jan. 18 Transaction deadline	19 Dr. Martin Luther King, Jr. Day — official ASU-designated holiday Pay period starts	20 Time entry remains locked Payroll complete	21 Payroll reconciliation reporting Time entry unlocked at 9 a.m.	22	23 Payday	24
25	26	27	28	29	30	31



February 2026						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 Pay period ends: Jan. 19–Feb. 1 Transaction deadline	2 Approve all time Time entry locks at noon Pay period starts	3 Time entry remains locked Payroll complete	4 Payroll reconciliation reporting Time entry unlocked at 9 a.m.	5	6 Payday	7
8	9	10	11	12	13	14
15 Pay period ends: Feb. 2–Feb. 15 Transaction deadline	16 Approve all time Time entry locks at noon Pay period starts	17 Time entry remains locked Payroll complete	18 Payroll reconciliation reporting Time entry unlocked at 9 a.m.	19	20 Payday	21
22	23	24	25	26	27	28



March 2026						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 Pay period ends: Feb. 16–March 1 Transaction deadline	2 Approve all time Time entry locks at noon Pay period starts	3 Time entry remains locked Payroll complete	4 Payroll reconciliation reporting Time entry unlocked at 9 a.m.	5	6 Payday	7
8	9	10	11	12	13	14
15 Pay period ends: March 2–March 15 Transaction deadline	16 Approve all time Time entry locks at noon Pay period starts	17 Time entry remains locked Payroll complete	18 Payroll reconciliation reporting Time entry unlocked at 9 a.m.	19	20 Payday	21
22	23	24	25	26	27	28
29 Pay period ends: March 16–March 29 Transaction deadline	30 Approve all time Time entry locks at noon Pay period starts	31 Time entry remains locked Payroll complete				



April 2026						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Payroll reconciliation reporting Time entry unlocked at 9 a.m.	2	3 Payday	4
5	6	7	8	9	10	11
12 Pay period ends: March 30–April 12 Transaction deadline	13 Approve all time Time entry locks at noon Pay period starts	14 Time entry remains locked Payroll complete	15 Payroll reconciliation reporting Time entry unlocked at 9 a.m.	16	17 Payday	18
19	20	21	22	23	24	25
26 Pay period ends: April 13–April 26 Transaction deadline	27 Approve all time Time entry locks at noon Pay period starts	28 Time entry remains locked Payroll complete	29 Payroll reconciliation reporting Time entry unlocked at 9 a.m.	30		



May 2026						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 Payday	2
3	4	5	6	7	8	9
10 Pay period ends: April 27–May 10 Transaction deadline	11 Approve all time Time entry locks at noon Pay period starts	12 Time entry remains locked Payroll complete	13 Payroll reconciliation reporting Time entry unlocked at 9 a.m.	14	15 Payday	16
17	18	19	20	21	22 Accelerated payroll Approve all time Time entry locks at noon	23
24 Pay period ends: May 11–May 24 Transaction deadline	25 Memorial Day — official ASU- designated holiday Time entry remains locked Pay period starts	26 Time entry remains locked Payroll complete	27 Payroll reconciliation reporting Time entry unlocked at 9 a.m.	28	29 Payday	30
31						



June 2026						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7 Pay period ends: May 25–June 7 Transaction deadline	8 Approve all time Time entry locks at noon Pay period starts	9 Time entry remains locked Payroll complete	10 Payroll reconciliation reporting Time entry unlocked at 9 a.m.	11	12 Payday	13
14	15	16	17	18	19	20
21 Pay period ends: June 8–June 21 Transaction deadline	22 Approve all time Time entry locks at noon Pay period starts	23 Time entry remains locked Payroll complete	24 Payroll reconciliation reporting Time entry unlocked at 9 a.m.	25	26 Payday	27
28	29	30				



July 2026						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3 Independence Day — official ASU- designated Holiday	4
5 Pay period ends: June 22–July 5 Transaction deadline	6 Approve all time Time entry locks at noon Pay period starts	7 Time entry remains locked Payroll complete	8 Payroll reconciliation reporting Time entry unlocked at 9 a.m.	9	10 Payday	11
12	13	14	15	16	17	18
19 Pay period ends: July 6–July 19 Transaction deadline	20 Approve all time Time entry locks at noon Pay period starts	21 Time entry remains locked Payroll complete	22 Payroll reconciliation reporting Time entry unlocked at 9 a.m.	23	24 Payday	25
26	27	28	29	30	31	



August 2026						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2 Pay period ends: July 20–Aug. 2 Transaction deadline	3 Approve all time Time entry locks at noon Pay period starts	4 Time entry remains locked Payroll complete	5 Payroll reconciliation reporting Time entry unlocked at 9 a.m.	6	7 Payday	8
9	10	11	12	13	14	15
16 Pay period ends: Aug. 3–Aug. 16 Transaction deadline	17 Approve all time Time entry locks at noon Pay period starts	18 Time entry remains locked Payroll complete	19 Payroll reconciliation reporting Time entry unlocked at 9 a.m.	20	21 Payday	22
23	24	25	26	27	28	29
30 Pay period ends: Aug. 17–Aug. 30 Transaction deadline	31 Approve all time Time entry locks at noon Pay period starts					



September 2026						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Time entry remains locked Payroll complete	2 Payroll reconciliation reporting Time entry unlocked at 9 a.m.	3	4 Payday	5
6	7 Labor Day — official ASU-designated holiday	8	9	10	11	12
13 Pay period ends: Aug. 31–Sep. 13 Transaction deadline	14 Approve all time Time entry locks at noon Pay period starts	15 Time entry remains locked Payroll complete	16 Payroll reconciliation reporting Time entry unlocked at 9 a.m.	17	18 Payday	19
20	21	22	23	24	25	26
27 Pay period ends: Sep. 14–Sep. 27 Transaction deadline	28 Approve all time Time entry locks at noon Pay period starts	29 Time entry remains locked Payroll complete	30 Payroll reconciliation reporting Time entry unlocked at 9 a.m.			



October 2026						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2 Payday	3
4	5	6	7	8	9	10
11 Pay period ends: Sep. 28–Oct. 11 Transaction deadline	12 Approve all time Time entry locks at noon Pay period starts	13 Time entry remains locked Payroll complete	14 Payroll reconciliation reporting Time entry unlocked at 9 a.m.	15	16 Payday	17
18	19	20	21	22	23	24
25 Pay period ends: Oct. 12–Oct. 25 Transaction deadline	26 Approve all time Time entry locks at noon Pay period starts	27 Time entry remains locked Payroll complete	28 Payroll reconciliation reporting Time entry unlocked at 9 a.m.	29	30 Payday	31



November 2026						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6 Accelerated payroll Approve all time Time entry locks at noon	7
8 Pay period ends: Oct. 26–Nov. 8 Transaction deadline	9 Accelerated payroll Time entry remains locked Payroll complete Pay period starts	10 Payroll reconciliation reporting Time entry unlocked at 9 a.m.	11 Veteran’s Day — official ASU-designated holiday	12	13 Payday	14
15	16	17	18 Transaction deadline	19 Accelerated payroll Approve all time Time entry locks at noon	20 Accelerated payroll Time entry remains locked Payroll complete	21
22 Pay period ends: Nov. 9–Nov. 22	23 Payroll reconciliation reporting Time entry unlocked at 9 a.m. Pay period starts	24	25 Payday	26 Thanksgiving — official ASU-designated holiday	27 Thanksgiving — official ASU-designated holiday	28
29	30					



December 2026						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6 Pay period ends: Nov. 23–Dec. 6 Transaction deadline	7 Approve all time Time entry locks at noon Pay period starts	8 Time entry remains locked Payroll complete	9 Payroll reconciliation reporting Time entry unlocked at 9 a.m.	10	11 Payday	12
13	14	15	16 Transaction deadline	17 Accelerated payroll Approve all time Time entry locks at noon	18 Accelerated payroll Time entry remains locked Payroll complete	19
20 Pay period ends: Dec. 7–Dec. 20	21 Payroll reconciliation reporting Time entry unlocked at 9 a.m. Pay period starts	22	23 Payday	24 Official ASU- designated holiday	25 Official ASU- designated holiday	26
27	28	29	30	31		