

Monthly Payroll Calendar 2026

Month	Pay Period	Time Approved by noon	PAR Due	Paychecks Mailed to Employees
January	01/01-01/31	1/15/2026	1/12/2026	1/30/2026
February	02/01-02/28	2/17/2026	2/13/2026	2/27/2026
March	03/01-03/31	3/16/2026	3/12/2026	3/31/2026
April	04/01-04/30	4/16/2026	4/14/2026	4/30/2026
May	05/01-05/31	5/15/2025	5/13/2026	5/29/2026
June	06/01-06/30	6/17/2026	6/15/2026	6/30/2026
Move to BW in WorkDay	6/21/26-7/4/26 7/1-7/4/26 will be pro- rated and paid on 7/17/26			7/17/26

Monthly to Bi-Weekly Pay Cycle Transition – Effective July 1, 2026

Beginning **July 1, 2026**, all employees currently paid on a **monthly** cycle will transition to the University's **bi-weekly** pay cycle.

The **first bi-weekly paycheck** will be issued on **July 17, 2026**, and will cover the **6/21–7/4/26** pay period. Because employees moving from the monthly cycle will have already been paid through **June 30**, this first bi-weekly check will include **pro-rated wages for July 1–July 4, 2026** only.

All subsequent pay dates and pay periods will follow the **Bi-Weekly Payroll Calendar** moving forward.