

From: Human Resource Services

Subject: Payroll Submission Deadlines (2026 – 2027)

In an effort to ensure employees are paid accurately and on time, we are informing all departments of the **critical deadlines** for submitting payroll-related items to the Office of Human Resources Services.

Timely submission of materials is essential to meet payroll processing schedules. **Failure to meet the deadlines below may result in delayed payments to employees**, which can significantly impact their financial well-being.

Please review the schedule below and plan accordingly:

Check Date	Submission Deadline - Department to HR
1/8/2026	12/2/2025
1/22/2026	12/16/2025
2/5/2026	12/30/2025
2/19/2026	1/13/2026
3/5/2026	1/27/2026
3/19/2026	2/10/2026
4/2/2026	2/24/2026
4/16/2026	3/10/2026
4/30/2026	3/24/2026
5/14/2026	4/7/2026
5/28/2026	4/21/2026
6/11/2026	5/5/2026
6/25/2026	5/19/2026
7/9/2026	6/2/2026
7/23/2026	6/16/2026
8/6/2026	6/30/2026
8/20/2026	7/14/2026

Check Date	Submission Deadline - Department to HR
9/3/2026	7/28/2026
9/17/2026	8/11/2026
10/1/2026	8/25/2026
10/15/2026	9/8/2026
10/29/2026	9/22/2026
11/12/2026	10/6/2026
11/25/2026	10/20/2026
12/10/2026	11/3/2026
12/24/2026	11/17/2026
1/7/2027	12/1/2026
1/21/2027	12/15/2026
2/4/2027	12/28/2026
2/18/2027	1/12/2027
3/4/2027	1/26/2027
3/18/2027	2/9/2027
4/1/2027	2/23/2027
4/15/2027	3/9/2027

We appreciate your cooperation and partnership in supporting a seamless payroll process. If you have any questions or need assistance with these deadlines, please do not hesitate to contact our office.