

January 2026

No.	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1					1 University Holiday	2 Run ISU Unsubmitted and Unapproved Time (thru 12/31)	3
2	4	5 SM HCM Transaction Completion Cutoff	6 SM Time Approval Cutoff SM Costing Allocation Cutoff	7 Semi Monthly Payroll Finalized	8 Run ISU Work Study Eligible Worker without a Work Study Job Profile Position report; back date to 1/1 or hire date	9 SEMI MONTHLY PAY DATE (12/16-12/31)	10
3	11	12 Run ISU Unsubmitted and Unapproved Time (thru 1/3/2026)	13 Mass Time Approval for time blocks through 1/3/2026 Off Cycle Form Due by 12:00 PM (paid next business day)	14 OFF CYCLE PAY DATE	15 Run ISU Unsubmitted and Unapproved Time (thru 1/15)	16 SM/MO HCM Transaction Completion Cutoff	17
4	18	19 University Holiday	20 SM Time Approval Cutoff SM/MO Costing Allocation Cutoff	21 Semi Monthly Payroll Finalized	22 Run ISU Work Study Eligible Worker without a Work Study Job Profile Position report; back date to 1/16 or hire date	23 SEMI MONTHLY PAY DATE (1/1-1/15)	24
5	25	26	27 Monthly Payroll Finalized	28	29	30 MONTHLY PAY DATE (1/1-1/31)	31

February 2026

No.	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
5	1	2 Run ISU Unsubmitted and Unapproved Time (thru 1/31)	3	4 SM HCM Transaction Completion Cutoff	5 SM Costing Allocation Cutoff SM Time Approval Cutoff Off Cycle Form Due by 12:00 PM (paid next business day)	6 Semi Monthly Payroll finalized OFF CYCLE PAY DATE	7
6	8	9 Run ISU Work Study Eligible Worker without a Work Study Job Profile Position report; back date to 2/1 or hire date	10 SEMI MONTHLY PAY DATE (1/16-1/31)	11	12 Off Cycle Form Due by 12:00 PM (paid next business day)	13 OFF CYCLE PAY DATE	14
7	15	16 Presidents Day – Bank Holiday Run ISU Unsubmitted and Unapproved Time (thru 1/31/2026)	17 Mass Time Approval for time blocks through 1/31/2026 Run ISU Unsubmitted and Unapproved Time (thru 2/15)	18	19 SM/MO HCM Transaction Completion Cutoff	20 SM Time Approval Cutoff SM/MO Costing Allocation Cutoff	21
8	22	23 Semi Monthly Payroll Finalized	24 Run ISU Work Study Eligible Worker without a Work Study Job Profile Position report; back date to 2/16 or hire date	25 Monthly Payroll Finalization SEMI MONTHLY PAY DATE (2/1-2/15)	26	27 MONTHLY PAY DATE (2/1-2/28)	28

March 2026

No.	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9	1	2 Run ISU Unsubmitted and Unapproved Time (thru 2/28)	3	4 SM HCM Transaction Completion Cutoff	5 SM Costing Allocation Cutoff SM Time Approval Cutoff Off Cycle Form Due by 12:00 PM (paid next business day)	6 Semi Monthly Payroll Finalized OFF CYCLE PAY DATE	7
10	8	9 Run ISU Work Study Eligible Worker without a Work Study Job Profile Position report; back date to 3/1 or hire date	10 SEMI MONTHLY PAY DATE (2/16-2/28)	11 Run ISU Unsubmitted and Unapproved Time (thru 2/28/2026)	12 Off Cycle Form Due by 12:00 PM (paid next business day) Mass Time Approval for time blocks through 2/28/2026	13 OFF CYCLE PAY DATE	14
11	15	16	17 Run ISU Unsubmitted and Unapproved Time (thru 3/15)	18	19 SM/MO HCM Transaction Completion Cutoff	20 SM/MO Costing Allocation Cutoff SM Time Approval Cutoff	21
12	22	23 Semi Monthly Payroll Finalized	24 Run ISU Work Study Eligible Worker without a Work Study Job Profile Position report; back date to 3/16 or hire date	25 SEMI MONTHLY PAY DATE (3/1-3/15)	26 Monthly Payroll Finalization	27	28
13	29	30	31 MONTHLY PAY DATE (3/1-3/31)				

April 2026

No.	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
13				1	2 Off Cycle Form Due by 12:00 PM (paid next business day) Run ISU Unsubmitted and Unapproved Time (thru 3/31)	3 OFF CYCLE PAY DATE	4
14	5	6 SM HCM Transaction Completion Cutoff	7 SM Time Approval Cutoff SM Costing Allocation Cutoff	8 Semi Monthly Payroll Finalized	9 Run ISU Work Study Eligible Worker without a Work Study Job Profile Position report; back date to 4/1 or hire date	10 SEMI MONTHLY PAY DATE (3/16-3/31)	11
15	12	13 Off Cycle Form Due by 12:00 PM (paid next business day)	14 OFF CYCLE PAY DATE	15 Run ISU Unsubmitted and Unapproved Time (thru 4/4/2026)	16 Mass Time Approval for time blocks through 4/4/2026 Run ISU Unsubmitted and Unapproved Time (thru 4/31)	17	18
16	19	20 SM/MO HCM Transaction Completion Cutoff	21 SM/MO Costing Allocation Cutoff SM Time Approval Cutoff	22 Semi Monthly Payroll Finalized	23 Run ISU Work Study Eligible Worker without a Work Study Job Profile Position report; back date to 4/16 or hire date	24 SEMI MONTHLY PAY DATE (4/1-4/15)	25
17	26	27 Monthly Payroll Finalized	28	29	30 MONTHLY PAY DATE (4/1-4/30)		

May 2026

No.	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
18						1 Run ISU Unsubmitted and Unapproved Time (thru 4/30)	2
19	3	4 SM HCM Transaction Completion Cutoff	5 SM Time Approval Cutoff SM Costing Allocation Cutoff	6 Semi Monthly Payroll Finalized	7 Run ISU Work Study Eligible Worker without a Work Study Job Profile Position report; back date to 5/1 or hire date	8 SEMI MONTHLY PAY DATE (4/16-4/30)	9
20	10	11	12 Off Cycle Form Due by 12:00 PM (paid next business day)	13 OFF CYCLE PAY DATE Run ISU Unsubmitted and Unapproved Time (thru 5/2/2026)	14 Mass Time Approval for time blocks through 5/2/2026	15 Run ISU Unsubmitted and Unapproved Time (thru 5/15)	16
21	17	18 SM/MO HCM Transaction Completion Cutoff	19 SM Time Approval Cutoff SM/MO Costing Allocation Cutoff	20 Semi Monthly Payroll Finalized	21 Run ISU Work Study Eligible Worker without a Work Study Job Profile Position report; back date to 5/16 or hire date	22 SEMI MONTHLY PAY DATE (5/1-5/15)	23
22	24	25 University Holiday	26 Monthly Payroll Finalized	27	28	29 MONTHLY PAY DATE (5/1-5/31)	30
22	31						

June 2026

No.	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
22		1	2 Run ISU Unsubmitted and Unapproved Time (thru 5/31)	3	4 SM/MO HCM Transaction Completion Cutoff	5 SM Time Approval Cutoff SM Costing Allocation Cutoff	6
23	7	8 Semi Monthly Payroll Finalized	9 Run ISU Work Study Eligible Worker without a Work Study Job Profile Position report; back date to 6/1 or hire date	10 SEMI MONTHLY PAY DATE (5/1-5/15)	11 Off Cycle Form Due by 12:00 PM (paid next business day)	12 OFF CYCLE PAY DATE	13
24	14	15	16	17 Run ISU Unsubmitted and Unapproved Time (thru 6/15)	18 Run ISU Unsubmitted and Unapproved Time (thru 6/6/2026)	19 Juneteenth Bank Holiday Mass Time Approval for time blocks through 6/06/2026 SM/MO HCM Transaction Completion Cutoff	20
25	21	22 SM Time Approval Cutoff SM/MO Costing Allocation Cutoff	23 Semi Monthly Payroll Finalized	24 Run ISU Work Study Eligible Worker without a Work Study Job Profile Position report; back date to 6/16 or hire date	25 SEMI MONTHLY PAY DATE (6/1-6/15) Monthly Payroll Finalized	26	27
26	28	29	30 MONTHLY PAY DATE (6/1-6/30)				

