

December 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
		1	2	3	4	5	
Pay ID SM23 SM24 MN12 SM1	Work Cycle 11/16 – 11/30 12/01 – 12/15 12/01 – 12/31 12/16 – 12/31	SM24 & MN12 Open for Entry			SM23 Entry Closes at Noon		
6	7	8	9	10	11	12	
	SM23 Ded Upload by Noon Approval by 3:00	BOM FLAC Entry by 1:00pm			GATA Asstshp MN12 Due in Grad School		
13	14	15	16	17	18 No Manual Cks	19	
		Contracts/PSAs Due in Payroll by 1:00pm HRS Faculty EPAFs/FLAC Submitted by 1:00pm PAYDAY SM23	SM24 & MN12 Entry Closes at Noon SM1 Open for Entry	SM24 & MN12 Ded Upload by Noon Approval by 3:00			
20	21 No Manual Cks	22	23	24	25	26	
				UNC CLOSED Sub Presidents' Day	UNC CLOSED Christmas Day		
27	28	29	30	31			
	UNC CLOSED Sub Francis Xavier Cabrini Day/Indigenous Peoples Day	UNC CLOSED Sub Veterans Day	UNC CLOSED President Admin Leave Day PAYDAY SM24 & MN12	UNC CLOSED President Admin Leave Day PAYDAY SM24 & MN12	Pay ID SM23 SM24 MN12 SM1	Time Entry Dates 11/16 – 12/04 12/01 – 12/16 12/01 – 12/16 12/16 – 01/06	Payday 12/15 Tues 12/31 Thurs 12/31 Thurs 01/15 Fri