

February 2026

Deadlines Subject to Change

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 SM4 & MN2 Open for Entry	2	3	4 SM3 Entry Closes at Noon	5 SM3 Deduction Upload by Noon Approvals by 3:00	6	7
8	9	10 BOM FLAC Entry by 1:00 PM	11 GATA MN2 EPAFs Completed	12	13 Contracts/PSAs Due in Payroll PAYDAY SM3	14
15	16 SM5 Open for Entry BANKS CLOSED President's Day	17 HRS Faculty FLAC/EPAFs Submitted by 1:00 PM	18 SM4 & MN2 Entry Closes at Noon	19 SM4 & MN2 Deduction Upload by Noon Approvals by 3:00	20	21
22 No Manual Cks	23 No Manual Cks	24 No Manual Cks	25	26	27	28
					PAYDAY SM4 & MN2	
	<div> <div>PAY ID</div> <div>SM3</div> <div>SM4</div> <div>MN2</div> <div>SM5</div> </div> <div> <div>Work Cycle</div> <div>01/16 – 01/31</div> <div>02/01 – 02/15</div> <div>02/01 – 02/28</div> <div>02/16 – 02/28</div> </div> <div> <div>Time Entry Date</div> <div>01/16 – 02/04</div> <div>02/01 – 02/18</div> <div>02/01 – 02/18</div> <div>02/16 – 03/04</div> </div> <div> <div>Payday</div> <div>02/13 Friday</div> <div>02/27 Friday</div> <div>02/27 Friday</div> <div>03/13 Friday</div> </div>					