

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	25	26	27 PAYDAY SM4 & MN2	28
	PAY ID SM3 SM4 MN2 SM5	Work Cycle 01/16 – 01/31 02/01 – 02/15 02/01 – 02/28 02/16 – 02/28	Time Entry Date 01/16 – 02/04 02/01 – 02/18 02/01 – 02/18 02/16 – 03/04	Payday 02/13 Friday 02/27 Friday 02/27 Friday 03/13 Friday		