

January 2026

Deadlines Subject to Change

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
PAY ID SM1 SM2 MN1 SM3	Work Cycle	Time Entry Date	Payday	1	2	3
	12/16 – 12/31	12/16 – 01/06	01/15 Thursday	SM2 & MN1 Open for Entry		
	01/01 – 01/15	01/01 – 01/21	01/30 Friday			
	01/01 – 01/31	01/01 – 01/21	01/30 Friday	UNC/BANKS CLOSED		
	01/16 – 01/31	01/16 – 02/04	02/13 Friday	New Year's Day		
4	5	6	7	8	9	10
		SM1 Entry Closes at Noon	SM1 Deduction Upload by Noon Approvals by 3:00			
11	12	13	14	15	16	17
		GATA MN1 EPAFs Completed		Contracts/PSAs Due in Payroll	SM3 Open for Entry	
		BOM FLAC Entry by 1:00 PM		PAYDAY SM1		
18	19	20	21	22	23	24
		HRS Faculty FLAC/EPAFs Submitted by 1:00 PM	SM2 & MN1 Entry Closes at Noon	SM2 & MN1 Deduction Upload by Noon Approvals by 3:00		
	UNC/BANKS CLOSED Martin Luther King Day					
25	No Manual Cks 26	No Manual Cks 27	28	29	30	31
					PAYDAY SM2 & MN1	