

January 2026

Deadlines Subject to Change

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
PAY ID	Work Cycle	Time Entry Date	Payday	1	2	3
SM1	12/16 – 12/31	12/16 – 01/06	01/15 Thursday	SM2 & MN1 Open for Entry		
SM2	01/01 – 01/15	01/01 – 01/21	01/30 Friday			
MN1	01/01 – 01/31	01/01 – 01/21	01/30 Friday			
SM3	01/16 – 01/31	01/16 – 02/04	02/13 Friday	UNC/BANKS CLOSED 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 BOM FLAC Entry by 1:00 PM		Contracts/PSAs Due in Payroll PAYDAY SM1	SM3 Open for Entry	
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		
25	No Manual Cks 26	No Manual Cks 27	28	29	30	31
					PAYDAY SM2 & MN1	