

January 2026

22 working day
176 hours

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|--------|--|---|--|--|--|-----------------------|
| | | | | 1 New Year's Day CSU Holiday Banks Closed | 2 | 3 |
| 4 | 5 | 6 Bi-weekly Payroll Processing Completes | 7 | 8 | 9 Bi-weekly Pay Day for PPE 12/26 Bi-weekly Pay Period End | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 Bi-Weekly Time Due PPE 1/9 | 17 |
| 18 | 19 Martin Luther King, Jr Birthday CSU Holiday Banks Closed | 20 Bi-weekly Payroll Processing Completes | 21 Bi-Weekly Time Adjustment Opens for PPE 1/9 | 22 | 23 Bi-weekly Pay Day for PPE 1/9 Bi-weekly Pay Period End | 24 |
| 25 | 26 Monthly Payroll Processing | 27 Monthly Payroll Processing | 28 | 29 | 30 Bi-Weekly Time Due PPE 1/23 | 31 Monthly Pay Day |

* Designates employee data received for a Salaried Employee after this date may result in a delay in payment and in the posting of their retirement.

** Designates processing outside of the normal schedule.

February 2026

20 working day
160 hours

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|--|---|---|--|----------|---|----------|
| 1 | 2 | 3 Bi-weekly Payroll Processing Completes | 4 Bi-Weekly Time Adjustment Opens for PPE 1/23 | 5 | 6 Bi-weekly Pay Day for PPE 1/23 Bi-weekly Pay Period End Bi-Weekly Time Adjustment Closes for PPE 1/9 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 Bi-Weekly Time Due PPE 2/6 | 14 |
| 15 Jan Monthly Lock Time Entry 11:59PM | 16 Washington's Birthday Banks Closed | 17 Bi-weekly Payroll Processing Completes | 18 Bi-Weekly Time Adjustment Opens for PPE 2/6 | 19 | 20 Bi-weekly Pay Day for PPE 2/6 Bi-weekly Pay Period End Bi-Weekly Time Adjustment Closes for PPE 1/23 | 21 |
| 22 | 23 Monthly Payroll Processing | 24 Monthly Payroll Processing | 25 | 26 | 27 Bi-Weekly Time Due PPE 2/20 Monthly Pay Day | 28 |

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** Designates processing outside of the normal schedule.

March 2026

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|---|------------------------|--|--|----------------------------------|--|----------|
| 1 | 2 | 3 Bi-weekly Payroll Processing Completes | 4 Bi-Weekly Time Adjustment Opens for PPE 2/20 | 5 | 6 Bi-weekly Pay Day for PPE 2/20 Bi-weekly Pay Period End Bi-Weekly Time Adjustment Closes for PPE 2/6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 Bi-Weekly Time Due PPE 3/6 | 14 |
| 15 Feb Monthly Lock Time Entry 11:59 PM | 16 | 17 Bi-weekly Payroll Processing Completes | 18 Bi-Weekly Time Adjustment Opens for PPE 3/6 | 19 | 20 Bi-weekly Pay Day for PPE 3/06 Bi-weekly Pay Period End Bi-Weekly Time Adjustment Closes for PPE 2/20 | 21 |
| CSU Spring Break | | | | | | |
| 22 | 23 CSU Spring Break | 24 | 25 Monthly Payroll Processing | 26 Monthly Payroll Processing | 27 Bi-Weekly Time Due PPE 3/20 | 28 |
| 29 | 30 | 31 Bi-weekly Payroll Processing Completes Monthly Pay Day | | | | |

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 ** Designates processing outside of the normal schedule.

April 2026

22 working day
176 hours

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|--------|----------------------------------|---|--|-----------------------|---|----------|
| | | | 1 Bi-Weekly Time Adjustment Opens for PPE 3/20 | 2 | 3 Bi-weekly Pay Day for PPE 3/20 Bi-weekly Pay Period End Bi-Weekly Time Adjustment Closes for PPE 3/6 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 Bi-Weekly Time Due PPE 4/3 | 11 |
| 12 | 13 | 14 Bi-weekly Payroll Processing Completes | 15 Bi-Weekly Time Adjustment Opens for PPE 4/3 Mar Monthly Lock Time Entry 11:59PM | 16 | 17 Bi-weekly Pay Day for PPE 4/3 Bi-weekly Pay Period End Bi-Weekly Time Adjustment Closes for PPE 3/20 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 Bi-Weekly Time Due PPE 4/17 Monthly Payroll Processing | 25 |
| 26 | 27 Monthly Payroll Processing | 28 Bi-weekly Payroll Processing Completes | 29 Bi-Weekly Time Adjustment Opens for PPE 4/17 | 30 Monthly Pay Day | | |

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** Designates processing outside of the normal schedule.

May 2026

21 working day
168 hours

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|--------------------|---|---|---|---|---|----------|
| | | | | | 1 Bi-weekly Pay Day for PPE 4/17 Bi-weekly Pay Period End Bi-Weekly Time Adjustment Closes for PPE 4/3 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 Bi-Weekly Time Due PPE 5/1 | 9 |
| | | | | | Last Day of Classes | |
| 10 | 11 | 12 Bi-weekly Payroll Processing Completes | 13 Bi-Weekly Time Adjustment Opens for PPE 5/1 | 14 Apr Monthly Lock Time Entry 11:59 PM | 15 Bi-weekly Pay Day for PPE 5/1 Bi-weekly Pay Period End Bi-Weekly Time Adjustment Closes for PPE 4/17 | 16 |
| FINAL EXAMS | | | | | | |
| 17 | 18 | 19 | 20 | 21 Bi-Weekly Time Due PPE 5/1** | 22 Bi-weekly Payroll Processing Completes** | 23 |
| | Summer Classes Start | | | | Monthly Payroll Processing | |
| 24 | 25 Memorial Day CSU Holiday Banks closed | 26 Monthly Payroll Processing | 27 Bi-Weekly Time Adjustment Opens for PPE 5/15 | 28 | 29 Bi-weekly Pay Day for PPE 5/15 Bi-weekly Pay Period End Bi-Weekly Time Adjustment Closes for PPE 5/1 | 30 |
| 31 | | | | | Monthly Pay Day | |

June 2026

22 working day
176 hours

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|--------|---|---|---|----------------------------------|--|----------|
| 1 | 1 | 2 | 3 | 4 | 5 Bi-Weekly Time Due PPE 5/29 | 6 |
| 7 | 8 | 9 Bi-weekly Payroll Processing Completes | 10 Bi-Weekly Time Adjustment Opens for PPE 5/29 | 11 | 12 Bi-weekly Pay Day for PPE 5/29 Bi-weekly Pay Period End Bi-Weekly Time Adjustment Closes for PPE 5/15 | 13 |
| 14 | 15 May Monthly Lock Time Entry 11:59 PM | 16 | 17 | 18 | 19 Juneteenth CSU Holiday Banks closed Bi-Weekly Time Due PPE 6/12 | 20 |
| 21 | 22 | 23 Bi-weekly Payroll Processing Completes | 24 Bi-Weekly Time Adjustment Opens for PPE 6/12 Monthly Payroll Processing | 25 Monthly Payroll Processing | 26 Bi-weekly Pay Day for PPE 6/12 Bi-weekly Pay Period End Bi-Weekly Time Adjustment Closes for PPE 5/29 | 27 |
| 28 | 29 | 30 Monthly Pay Day | | | | |

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July 2026

23 working day
184 hours

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|--------|----------------------------------|---|---|----------|--|-----------------------|
| | | | 1 | 2 | 3 CSU Holiday Banks closed Bi-Weekly Time Due PPE 6/26 | 4 Independence Day |
| 5 | 6 | 7 Bi-weekly Payroll Processing Completes | 8 Bi-Weekly Time Adjustment Opens for PPE 6/26 | 9 | 10 Bi-weekly Pay Day for PPE 6/26 Bi-weekly Pay Period End Bi-Weekly Time Adjustment Closes for PPE 6/12 | 11 |
| 12 | 13 | 14 | 15 Jun Monthly Lock Time Entry 11:59 PM | 16 | 17 Bi-Weekly Time Due PPE 7/10 | 18 |
| 19 | 20 | 21 Bi-weekly Payroll Processing Completes | 22 Bi-Weekly Time Adjustment Opens for PPE 7/10 | 23 | 24 Bi-weekly Pay Day for PPE 7/10 Bi-weekly Pay Period End Bi-Weekly Time Adjustment Closes for PPE 6/26 | 25 |
| 26 | 27 Monthly Payroll Processing | 28 Monthly Payroll Processing | 29 | 30 | 31 Bi-Weekly Time Due PPE 7/24 Monthly Pay Day | |

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** Designates processing outside of the normal schedule.

August 2026

21 working day
168 hours

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|--------|-----------------------|---|--|----------|---|---|
| | | | | | | 1 |
| 2 | 3 | 4 Bi-weekly Payroll Processing Completes | 5 Bi-Weekly Time Adjustment Opens for PPE 7/24 | 6 | 7 Bi-weekly Pay Day for PPE 7/24 Bi-weekly Pay Period End Bi-Weekly Time Adjustment Closes for PPE 7/10 | 8 |
| | | | | | Summer Classes End | |
| 9 | 10 | 11 | 12 | 13 | 14 Bi-Weekly Time Due PPE 8/7 **Deadline for Monthly Actions/Paperwork | 15 Jul Monthly Lock Time Entry 11:59 PM |
| 16 | 17 | 18 Bi-weekly Payroll Processing Completes | 19 Bi-Weekly Time Adjustment Opens for PPE 8/7 | 20 | 21 Bi-weekly Pay Day for PPE 8/7 Bi-weekly Pay Period End Bi-Weekly Time Adjustment Closes for PPE 7/24 | 22 |
| 23 | 24 | 25 Monthly Payroll Processing | 26 Monthly Payroll Processing | 27 | 28 Bi-Weekly Time Due PPE 8/21 | 29 |
| | Fall Classes Begin | | | | | |
| 30 | 31 Monthly Pay Day | | | | | |

* Designates employee data received for a Salaried Employee after this date may result in a delay in payment and in the posting of their retirement.

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September 2026

22 working day
176 hours

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|--------|---|--|--|----------------------------------|---|----------|
| | | 1 Bi-weekly Payroll Processing Completes | 2 Bi-Weekly Time Adjustment Opens for PPE 8/21 | 3 | 4 Bi-weekly Pay Day for PPE 8/21 Bi-weekly Pay Period End Bi-Weekly Time Adjustment Closes for PPE 8/7 | 5 |
| 6 | 7 Labor Day CSU Holiday Banks closed | 8 | 9 | 10 | 11 Bi-Weekly Time Due PPE 9/4 | 12 |
| 13 | 14 | 15 Aug Monthly Lock Time Entry 11:59 PM Bi-weekly Payroll Processing Completes | 16 Bi-Weekly Time Adjustment Opens for PPE 9/4 | 17 | 18 Bi-weekly Pay Day for PPE 9/4 Bi-weekly Pay Period End Bi-Weekly Time Adjustment Closes for PPE 8/21 | 19 |
| 20 | 21 | 22 | 23 | 24 Monthly Payroll Processing | 25 Bi-Weekly Time Due PPE 9/18 Monthly Payroll Processing | 26 |
| 27 | 28 | 29 Bi-weekly Payroll Processing Completes | 30 Bi-Weekly Time Adjustment Opens for PPE 9/18 Monthly Pay Day | | | |

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October 2026

22 working day
176 hours

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|--------|------------------------------|---|--|---|--|----------|
| | | | 1 | 1 | 2 | 3 |
| | | | | | Bi-weekly Pay Day for PPE 9/18 Bi-weekly Pay Period End Bi-Weekly Time Adjustment Closes for PPE 9/4 | |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| | | | | | Bi-Weekly Time Due PPE 10/2 | |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| | Columbus Day Banks closed | Bi-weekly Payroll Processing Completes | Bi-Weekly Time Adjustment Opens for PPE 10/2 | Sep Monthly Lock Time Entry 11:59 PM | Bi-weekly Pay Day for PPE 10/2 Bi-weekly Pay Period End Bi-Weekly Time Adjustment Closes for PPE 9/18 | |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| | | | | Bi-Weekly Time Due PPE 10/16** | Bi-weekly Payroll Processing Completes** | |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |
| | Monthly Payroll Processing | Monthly Payroll Processing | Bi-Weekly Time Adjustment Opens for PPE 10/16 | | Bi-weekly Pay Day for PPE 10/16 Bi-weekly Pay Period End Bi-Weekly Time Adjustment Closes for PPE 10/2 Monthly Pay Day | |

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November 2026

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|---|--------------------------------------|---|--|---|---|----------|
| 1 | 2 | 3 | 4 | 5 | 6 Bi-Weekly Time Due PPE 10/30 | 7 |
| 8 | 9 | 10 Bi-weekly Payroll Processing Completes | 11 Veterans Day Banks closed Bi-Weekly Time Adjustment Opens for PPE 10/30 | 12 | 13 Bi-weekly Pay Day for PPE 10/30 Bi-weekly Pay Period End Bi-Weekly Time Adjustment Closes for PPE 10/16 | 14 |
| 15 Oct Monthly Lock Time Entry 11:59 PM | 16 Bi-Weekly Time Due PPE 11/13** | 17 Bi-weekly Payroll Processing Completes** | 18 Monthly Payroll Processing | 19 Monthly Payroll Processing | 20 | 21 |
| 22 | 23 | 24 | 25 Bi-Weekly Time Adjustment Opens for PPE 11/13 | 26 Thanksgiving Day CSU Holiday Banks closed | 27 Bi-weekly Pay Day for PPE 11/13 Bi-weekly Pay Period End CSU Holiday Bi-Weekly Time Adjustment Closes for PPE 10/30 | 28 |
| 29 | 30 Monthly Pay Day | | | | | |

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December 2026

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|-------------|---|--|---|--|---|----------|
| | 1 | 1 | 2 | 3 | 4 Bi-Weekly Time Due PPE 11/27 | 5 |
| 6 | 7 | 8 Bi-weekly Payroll Processing Completes | 9 Bi-Weekly Time Adjustment Opens for PPE 11/27 | 10 | 11 Bi-weekly Pay Day for PPE 11/27 Bi-weekly Pay Period End Bi-Weekly Time Adjustment Closes for PPE 11/13 | 12 |
| | | | | | Fall Classes End | |
| 13 | 14 | 15 Nov Monthly Lock Time Entry 11:59 PM | 16 | 17 | 18 Bi-Weekly Time Due PPE 12/11 | 19 |
| FINAL EXAMS | | | | | | |
| 20 | 21 Bi-weekly Payroll Processing Completes** | 22 Monthly Payroll Processing | 23 Bi-Weekly Time Adjustment Opens for PPE 12/11 CSU Holiday | 24 Bi-weekly Pay Day for PPE 12/11 CSU Holiday | 25 Bi-weekly Pay Period End Bi-Weekly Time Adjustment Closes for PPE 11/27 Christmas Day CSU Holiday Banks closed | 26 |
| 27 | 28 Monthly Payroll Processing | 29 | 30 | 31 Monthly Pay Day | | |

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