

Workday Period Schedule - Bi-Weekly Salaried Jobs

This bi-weekly pay schedule should be used when processing payments to Academic, Executive, Management, Professional and Excluded staff only.

\*\* When long weekends and Summer Friday's are in effect, time tracking lock and deadline dates must be advanced by the corresponding number of days.

| Pay Period<br>Start Date | Pay Period End<br>Date | Time Tracking Entry<br>Open Date<br>for this pay period <sup>1</sup> | Time Tracking Entry<br>Lock Date<br>for this pay period <sup>2</sup> | Deadline Date<br>Approved/Completed<br>Business Process <sup>3</sup><br>Requests that impact<br>Payroll | Pay Period Payment Date     | Pay Period<br>ID | Comment                                                             |
|--------------------------|------------------------|----------------------------------------------------------------------|----------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|-----------------------------|------------------|---------------------------------------------------------------------|
| 28-Dec-2025              | 10-Jan-2026            | 19-Dec-2025                                                          | 23-Dec-2025                                                          | 23-Dec-2025                                                                                             | Friday, January 9, 2026     | B0-01            | Note: Lock and deadline dates advanced due to Statutory Holiday     |
| 11-Jan-2026              | 24-Jan-2026            | 6-Jan-2026                                                           | 15-Jan-2026                                                          | 15-Jan-2026                                                                                             | Friday, January 23, 2026    | B0-02            |                                                                     |
| 25-Jan-2026              | 7-Feb-2026             | 20-Jan-2026                                                          | 29-Jan-2026                                                          | 29-Jan-2026                                                                                             | Friday, February 06, 2026   | B0-03            |                                                                     |
| 8-Feb-2026               | 21-Feb-2026            | 3-Feb-2026                                                           | 12-Feb-2026                                                          | 12-Feb-2026                                                                                             | Friday, February 20, 2026   | B0-04            |                                                                     |
| 22-Feb-2026              | 7-Mar-2026             | 17-Feb-2026                                                          | 26-Feb-2026                                                          | 26-Feb-2026                                                                                             | Friday, March 06, 2026      | B0-05            |                                                                     |
| 8-Mar-2026               | 21-Mar-2026            | 3-Mar-2026                                                           | 12-Mar-2026                                                          | 12-Mar-2026                                                                                             | Friday, March 20, 2026      | B0-06            |                                                                     |
| 22-Mar-2026              | 4-Apr-2026             | 17-Mar-2026                                                          | 25-Mar-2026                                                          | 25-Mar-2026                                                                                             | Thursday, April 2, 2026     | B0-07            | Note: Lock, deadline, & pay dates advanced due to Statutory Holiday |
| 5-Apr-2026               | 18-Apr-2026            | 30-Mar-2026                                                          | 9-Apr-2026                                                           | 9-Apr-2026                                                                                              | Friday, April 17, 2026      | B0-08            |                                                                     |
| 19-Apr-2026              | 2-May-2026             | 14-Apr-2026                                                          | 23-Apr-2026                                                          | 23-Apr-2026                                                                                             | Friday, May 1, 2026         | B0-09            |                                                                     |
| 3-May-2026               | 16-May-2026            | 28-Apr-2026                                                          | 7-May-2026                                                           | 7-May-2026                                                                                              | Friday, May 15, 2026        | B0-10            |                                                                     |
| 17-May-2026              | 30-May-2026            | 12-May-2026                                                          | 21-May-2026                                                          | 21-May-2026                                                                                             | Friday, May 29, 2026        | B0-11            |                                                                     |
| 31-May-2026              | 13-Jun-2026            | 26-May-2026                                                          | 4-Jun-2026                                                           | 4-Jun-2026                                                                                              | Friday, June 12, 2026       | B0-12            |                                                                     |
| 14-Jun-2026              | 27-Jun-2026            | 9-Jun-2026                                                           | 18-Jun-2026                                                          | 18-Jun-2026                                                                                             | Friday, June 26, 2026       | B0-13            |                                                                     |
| 28-Jun-2026              | 11-Jul-2026            | 23-Jun-2026                                                          | 1-Jul-2026                                                           | 1-Jul-2026                                                                                              | Friday, July 10, 2026       | B0-14            | Note: Lock and deadline dates advanced due to Summer Friday's       |
| 12-Jul-2026              | 25-Jul-2026            | 7-Jul-2026                                                           | 15-Jul-2026                                                          | 15-Jul-2026                                                                                             | Friday, July 24, 2026       | B0-15            | Note: Lock and deadline dates advanced due to Summer Friday's       |
| 26-Jul-2026              | 8-Aug-2026             | 21-Jul-2026                                                          | 29-Jul-2026                                                          | 29-Jul-2026                                                                                             | Friday, August 7, 2026      | B0-16            | Note: Lock and deadline dates advanced due to Summer Friday's       |
| 9-Aug-2026               | 22-Aug-2026            | 4-Aug-2026                                                           | 12-Aug-2026                                                          | 12-Aug-2026                                                                                             | Friday, August 21, 2026     | B0-17            | Note: Lock and deadline dates advanced due to Summer Friday's       |
| 23-Aug-2026              | 5-Sep-2026             | 18-Aug-2026                                                          | 27-Aug-2026                                                          | 27-Aug-2026                                                                                             | Friday, September 4, 2026   | B0-18            |                                                                     |
| 6-Sep-2026               | 19-Sep-2026            | 1-Sep-2026                                                           | 10-Sep-2026                                                          | 10-Sep-2026                                                                                             | Friday, September 18, 2026  | B0-19            |                                                                     |
| 20-Sep-2026              | 3-Oct-2026             | 15-Sep-2026                                                          | 24-Sep-2026                                                          | 24-Sep-2026                                                                                             | Friday, October 2, 2026     | B0-20            |                                                                     |
| 4-Oct-2026               | 17-Oct-2026            | 29-Sep-2026                                                          | 7-Oct-2026                                                           | 7-Oct-2026                                                                                              | Friday, October 16, 2026    | B0-21            | Note: Lock and deadline dates advanced due to Statutory Holiday     |
| 18-Oct-2026              | 31-Oct-2026            | 13-Oct-2026                                                          | 22-Oct-2026                                                          | 22-Oct-2026                                                                                             | Friday, October 30, 2026    | B0-22            |                                                                     |
| 1-Nov-2026               | 14-Nov-2026            | 27-Oct-2026                                                          | 5-Nov-2026                                                           | 5-Nov-2026                                                                                              | Friday, November 13, 2026   | B0-23            |                                                                     |
| 15-Nov-2026              | 28-Nov-2026            | 10-Nov-2026                                                          | 19-Nov-2026                                                          | 19-Nov-2026                                                                                             | Friday, November 27, 2026   | B0-24            |                                                                     |
| 29-Nov-2026              | 12-Dec-2026            | 24-Nov-2026                                                          | 2-Dec-2026                                                           | 2-Dec-2026                                                                                              | Friday, December 11, 2026   | B0-25            | Note: Lock and deadline dates advanced due to Statutory Holiday     |
| 13-Dec-2026              | 26-Dec-2026            | 7-Dec-2026                                                           | 15-Dec-2026                                                          | 15-Dec-2026                                                                                             | Thursday, December 24, 2026 | B0-26            | Note: Lock, deadline, & pay dates advanced due to Statutory Holiday |

<sup>1</sup>Time Tracking Entry opens at midnight

<sup>2</sup>Time Tracking Entry locks at end of day (11:59 pm) and prohibits further entry for the given pay period.

<sup>3</sup>Includes approved hires, terminations, costing allocation changes, leaves of absence, compensation changes, one-time payments etc.