

Pay Cycle	Pay Period Start Date	Pay Period End Date	** 9AM ** Retro Run captures all retro transactions processed to pick up for upcoming Pay cycle	Payroll Deadline/Time Entry Lock* 5pm Pacific Time	Time Entry Unlocked for prior period adjustments	Earning Statements viewable to Employees (3 days before payday)	Payday Workday Payroll Processing opens for next cycle
1	December 16, 2025	December 31, 2025	December 31, 2025	January 5, 2026	January 7, 2026	January 6, 2026	January 9, 2026
2	January 1, 2026	January 15, 2026	January 14, 2026	January 16, 2026	January 22, 2026	January 23, 2026	January 26, 2026
3	January 16, 2026	January 31, 2026	January 30, 2026	February 3, 2026	February 6, 2026	February 7, 2026	February 10, 2026
4	February 1, 2026	February 15, 2026	February 16, 2026	February 18, 2026	February 23, 2026	February 22, 2026	February 25, 2026
5	February 16, 2026	February 28, 2026	February 27, 2026	March 3, 2026	March 6, 2026	March 7, 2026	March 10, 2026
6	March 1, 2026	March 15, 2026	March 16, 2026	March 18, 2026	March 23, 2026	March 22, 2026	March 25, 2026
7	March 16, 2026	March 31, 2026	April 1, 2026	April 3, 2026	April 8, 2026	April 7, 2026	April 10, 2026
8	April 1, 2026	April 15, 2026	April 15, 2026	April 17, 2026	April 22, 2026	April 21, 2026	April 24, 2026
9	April 16, 2026	April 30, 2026	April 30, 2026	May 4, 2026	May 7, 2026	May 8, 2026	May 11, 2026
10	May 1, 2026	May 15, 2026	May 14, 2026	May 18, 2026	May 20, 2026	May 19, 2026	May 22, 2026
11	May 16, 2026	May 31, 2026	June 1, 2026	June 3, 2026	June 8, 2026	June 7, 2026	June 10, 2026
12	June 1, 2026	June 15, 2026	June 15, 2026	June 17, 2026	June 23, 2026	June 22, 2026	June 25, 2026
13	June 16, 2026	June 30, 2026	June 30, 2026	July 6, 2026	July 8, 2026	July 7, 2026	July 10, 2026
14	July 1, 2026	July 15, 2026	July 15, 2026	July 17, 2026	July 22, 2026	July 21, 2026	July 24, 2026
15	July 16, 2026	July 31, 2026	July 31, 2026	August 4, 2026	August 6, 2026	August 7, 2026	August 10, 2026
16	August 1, 2026	August 15, 2026	August 14, 2026	August 18, 2026	August 21, 2026	August 22, 2026	August 25, 2026
17	August 16, 2026	August 31, 2026	September 1, 2026	September 3, 2026	September 8, 2026	September 7, 2026	September 10, 2026
18	September 1, 2026	September 15, 2026	September 16, 2026	September 18, 2026	September 23, 2026	September 22, 2026	September 25, 2026
19	September 16, 2026	September 30, 2026	September 30, 2026	October 2, 2026	October 7, 2026	October 6, 2026	October 9, 2026
20	October 1, 2026	October 15, 2026	October 15, 2026	October 19, 2026	October 22, 2026	October 23, 2026	October 26, 2026
21	October 16, 2026	October 31, 2026	October 30, 2026	November 3, 2026	November 6, 2026	November 7, 2026	November 10, 2026
22	November 1, 2026	November 15, 2026	November 16, 2026	November 18, 2026	November 23, 2026	November 22, 2026	November 25, 2026
23	November 16, 2026	November 30, 2026	December 1, 2026	December 3, 2026	December 8, 2026	December 7, 2026	December 10, 2026
24	December 1, 2026	December 15, 2026	December 15, 2026	December 17, 2026	December 22, 2026	December 21, 2026	December 24, 2026

\* Payroll will be locked. All processes and approvals must be fully completed.

\*\*This Retro Run will happen 1 time per pay cycle and capture all prior to current cycle transactions that have been submitted and approved; i.e. Job changes, Salary Changes, Late appointments.

## Understanding the Payroll Document Schedule

<b>Payroll Deadline/Time Entry Lock* 5pm Pacific Time</b>	<p>This is when all time must be approved by the supervisors in order to be paid out for the upcoming paycheck. Time that has not been approved will not be paid until the following paycheck provided it is approved by that deadline.</p> <p>This is for the CURRENT cycle only. For Retro, see blue section below.</p> <p>**Best Practice would be for departments to require employees to submit by 12 noon or earlier to allow supervisors time to process.</p>
<b>Time Entry Unlocked for prior period adjustments</b>	<p>This is when employees are able to go back into their past time blocks and make adjustments as needed to previous time blocks on their calendar. The calendar is locked from the 5pm Payroll Lock above until this time to allow time for processing the paychecks.</p>
<b>Earning Statements viewable to Employees (3 days before payday)</b>	<p>This is when all earning statements/payslips are viewable in Workday for employees to see and ensure that they are accurate.</p>
<b>Payday Workday Payroll Processing opens for next cycle</b>	<p>This is when we open the next pay cycle and you are able to see the new CR Pay Payroll Accounting Journal Details - In Progress Payroll (aka PEARS) for the new pay cycle we are starting</p>
<b>** 9AM ** Retro Run captures all retro transactions processed to pick up for upcoming Pay cycle</b>	<p>This is when we run the retro process and any transactions that were processed for any time frame outside of the current pay cycle we are working in need to be approved completely to be processed for the upcoming paycheck. This process would capture time entry changes, salary changes, job changes, late appointments etc.</p>