

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, 2026	December 31, 2026	December 31, 2026	January 5, 2027	January 7, 2027	January 8, 2027	January 11, 2027
2	January 1, 2027	January 15, 2027	January 14, 2027	January 19, 2027	January 21, 2027	January 22, 2027	January 25, 2027
3	January 16, 2027	January 31, 2027	February 1, 2027	February 3, 2027	February 8, 2027	February 7, 2027	February 10, 2027
4	February 1, 2027	February 15, 2027	February 16, 2027	February 18, 2027	February 23, 2027	February 22, 2027	February 25, 2027
5	February 16, 2027	February 28, 2027	March 1, 2027	March 3, 2027	March 8, 2027	March 7, 2027	March 10, 2027
6	March 1, 2027	March 15, 2027	March 16, 2027	March 18, 2027	March 23, 2027	March 22, 2027	March 25, 2027
7	March 16, 2027	March 31, 2027	March 31, 2027	April 2, 2027	April 7, 2027	April 6, 2027	April 9, 2027
8	April 1, 2027	April 15, 2027	April 15, 2027	April 19, 2027	April 22, 2027	April 23, 2027	April 26, 2027
9	April 16, 2027	April 30, 2027	April 30, 2027	May 4, 2027	May 6, 2027	May 7, 2027	May 10, 2027
10	May 1, 2027	May 15, 2027	May 14, 2027	May 18, 2027	May 21, 2027	May 22, 2027	May 25, 2027
11	May 16, 2027	May 31, 2027	June 1, 2027	June 3, 2027	June 8, 2027	June 7, 2027	June 10, 2027
12	June 1, 2027	June 15, 2027	June 15, 2027	June 17, 2027	June 23, 2027	June 22, 2027	June 25, 2027
13	June 16, 2027	June 30, 2027	June 30, 2027	July 2, 2027	July 7, 2027	July 6, 2027	July 9, 2027
14	July 1, 2027	July 15, 2027	July 16, 2027	July 20, 2027	July 22, 2027	July 23, 2027	July 26, 2027
15	July 16, 2027	July 31, 2027	July 30, 2027	August 3, 2027	August 6, 2027	August 7, 2027	August 10, 2027
16	August 1, 2027	August 15, 2027	August 16, 2027	August 18, 2027	August 23, 2027	August 22, 2027	August 25, 2027
17	August 16, 2027	August 31, 2027	August 31, 2027	September 2, 2027	September 8, 2027	September 7, 2027	September 10, 2027
18	September 1, 2027	September 15, 2027	September 15, 2027	September 17, 2027	September 22, 2027	September 21, 2027	September 24, 2027
19	September 16, 2027	September 30, 2027	September 30, 2027	October 4, 2027	October 6, 2027	October 5, 2027	October 8, 2027
20	October 1, 2027	October 15, 2027	October 15, 2027	October 19, 2027	October 21, 2027	October 22, 2027	October 25, 2027
21	October 16, 2027	October 31, 2027	November 1, 2027	November 3, 2027	November 8, 2027	November 7, 2027	November 10, 2027
22	November 1, 2027	November 15, 2027	November 15, 2027	November 17, 2027	November 22, 2027	November 21, 2027	November 24, 2027
23	November 16, 2027	November 30, 2027	December 1, 2027	December 3, 2027	December 8, 2027	December 7, 2027	December 10, 2027
24	December 1, 2027	December 15, 2027	December 15, 2027	December 17, 2027	December 21, 2027	December 20, 2027	December 23, 2027

* 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

**Payroll
Deadline/Time
Entry Lock*
5pm
Pacific Time**

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.

This is for the CURRENT cycle only. For Retro, see blue section below.

****Best Practice** would be for departments to require employees to submit by 12 noon or earlier to allow supervisors time to process.

**Time Entry
Unlocked for prior
period
adjustments**

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.

**Earning
Statements
viewable to
Employees
(3 days before payday)**

This is when all earning statements/payslips are viewable in Workday for employees to see and ensure that they are accurate.

**Payday
Workday Payroll
Processing opens
for next cycle**

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

**** 9AM ** Retro
Run captures all
retro transactions
processed to pick up
for upcoming Pay
cycle**

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.