

2026
Payroll Calendar and Web Time Entry Due Dates
Exempt and EHRA Employees

LEAVE PERIOD	From	To	SUBMIT DEADLINE 5:00 PM	APPROVE DEADLINE 5:00 PM	PAYROLL DATE
MN01	1/1/2026	1/31/2026	02/02/2026	February 3, 2026	January 31, 2026
MN02	2/1/2026	2/28/2026	03/02/2026	March 3, 2026	February 28, 2026
MN03	3/1/2026	3/31/2026	04/01/2026	April 2, 2026	March 31, 2026
MN04	4/1/2026	4/30/2026	05/01/2026	May 4, 2026	April 30, 2026
MN05	5/1/2026	5/31/2026	06/01/2026	June 2, 2026	May 31, 2026
MN06	6/1/2026	6/30/2026	07/01/2026	July 2, 2026	June 30, 2026
MN07	7/1/2026	7/31/2026	08/03/2026	August 4, 2026	July 31, 2026
MN08	8/1/2026	8/31/2026	09/01/2026	September 2, 2026	August 31, 2026
MN09	9/1/2026	9/30/2026	10/01/2026	October 2, 2026	September 30, 2026
MN10	10/1/2026	10/31/2026	11/02/2026	November 3, 2026	November 26, 2026
MN11	11/1/2026	11/30/2026	12/01/2026	December 2, 2026	December 22, 2026
MN12	12/1/2026	12/31/2026	12/14/2026	December 18, 2026	January 30, 2026

December Leave Reports Should Be Submitted and Supervisors Approved Before Leaving For The Winter Break.