

**2026 HR paperwork deadlines** to be received by payroll

To manage the changes to be captured on pay the following deadlines must be met

Pay Period				Full time new hires and Rehires Submitted to payroll (2 wks prior)	Part time new hires and Rehires Submitted to payroll (2 wks prior quickfill set up)	Rate changes / transfers / banking changes / tax forms Submitted to payroll
PP0126	PT	12/14/25	- 12/27/25	15-Dec-25	4-Dec-25	2-Jan-26
	FT	12/28/25	- 01/10/26			
PP0226	PT	12/28/25	- 01/10/26	2-Jan-26	15-Dec-25	15-Jan-26
	FT	01/11/26	- 01/24/26			
PP0326	PT	01/11/26	- 01/24/26	15-Jan-26	1-Jan-26	29-Jan-26
	FT	01/25/26	- 02/07/26			
PP0426	PT	01/25/26	- 02/07/26	29-Jan-26	15-Jan-26	12-Feb-26
	FT	02/08/26	- 02/21/26			
PP0526	PT	02/08/26	- 02/21/26	12-Feb-26	29-Jan-26	26-Feb-26
	FT	02/22/26	- 03/07/26			
PP0626	PT	02/22/26	- 03/07/26	26-Feb-26	12-Feb-26	12-Mar-26
	FT	03/08/26	- 03/21/26			
PP0726	PT	03/08/26	- 03/21/26	12-Mar-26	26-Feb-26	26-Mar-26
	FT	03/22/26	- 04/04/26			
PP0826	PT	03/22/26	- 04/04/26	26-Mar-26	12-Mar-26	9-Apr-26
	FT	04/05/26	- 04/18/26			
PP0926	PT	04/05/26	- 04/18/26	9-Apr-26	26-Mar-26	23-Apr-26
	FT	04/19/26	- 05/02/26			
PP1026	PT	04/19/26	- 05/02/26	23-Apr-26	9-Apr-26	7-May-26
	FT	05/03/26	- 05/16/26			
PP1126	PT	05/03/26	- 05/16/26	7-May-26	23-Apr-26	21-May-26
	FT	05/17/26	- 05/30/26			
PP1226	PT	05/17/26	- 05/30/26	21-May-26	7-May-26	4-Jun-26
	FT	05/31/26	- 06/13/26			
PP1326	PT	05/31/26	- 06/13/26	4-Jun-26	21-May-26	18-Jun-26
	FT	06/14/26	- 06/27/26			
PP1426	PT	06/14/26	- 06/27/26	18-Jun-26	4-Jun-26	2-Jul-26
	FT	06/28/26	- 07/11/26			
PP1526	PT	06/28/26	- 07/11/26	2-Jul-26	18-Jun-26	16-Jul-26
	FT	07/12/26	- 07/25/26			

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PP1626	PT	07/12/26	- 07/25/26	16-Jul-26	2-Jul-26	30-Jul-26
	FT	07/26/26	- 08/08/26			
PP1726	PT	07/26/26	- 08/08/26	30-Jul-26	16-Jul-26	13-Aug-26
	FT	08/09/26	- 08/22/26			
PP1826	PT	08/09/26	- 08/22/26	13-Aug-26	30-Jul-26	27-Aug-26
	FT	08/23/26	- 09/05/26			
PP1926	PT	08/23/26	- 09/05/26	27-Aug-26	13-Aug-26	10-Sep-26
	FT	09/06/26	- 09/19/26			
PP2026	PT	09/06/26	- 09/19/26	10-Sep-26	27-Aug-26	24-Sep-26
	FT	09/20/26	- 10/03/26			
PP2126	PT	09/20/26	- 10/03/26	24-Sep-26	10-Sep-26	8-Oct-26
	FT	10/04/26	- 10/17/26			
PP2226	PT	10/04/26	- 10/17/26	8-Oct-26	24-Sep-26	22-Oct-26
	FT	10/18/26	- 10/31/26			
PP2326	PT	10/18/26	- 10/31/26	22-Oct-26	8-Oct-26	5-Nov-26
	FT	11/01/26	- 11/14/26			
PP2426	PT	11/01/26	- 11/14/26	5-Nov-26	22-Oct-26	19-Nov-26
	FT	11/15/26	- 11/28/26			
PP2526	PT	11/15/26	- 11/28/26	19-Nov-26	5-Nov-26	3-Dec-26
	FT	11/29/26	- 12/12/26			
PP2626	PT	11/29/26	- 12/12/26	3-Dec-26	19-Nov-26	<b>16-Dec-26</b>
	FT	12/13/26	- 12/26/26			

**\*Last week of year - no extensions**