

| SCHEDULE OF 2026 PAY PERIODS, HOLIDAYS, AND MID-MONTH PAYDAYS |                 |                            |                           |         |
|---------------------------------------------------------------|-----------------|----------------------------|---------------------------|---------|
| PAY PERIOD                                                    | INCLUSIVE DATES | HOURLY TIME ENTRY DEADLINE | 2026 PAYDAYS <sup>1</sup> |         |
| January                                                       | Jan 01 – Jan 29 | Jan 29                     | Monday                    | Feb 16  |
| February                                                      | Jan 30 – Feb 28 | Feb 28                     | Monday                    | Mar 16  |
| March                                                         | Mar 01 – Mar 31 | Mar 31                     | Wednesday                 | Apr 15  |
| April                                                         | Apr 01 – Apr 30 | Apr 30                     | Friday                    | May 15  |
| May                                                           | May 01 – May 31 | May 31                     | Monday                    | Jun 15  |
| June                                                          | Jun 01 – Jun 30 | Jun 30                     | Wednesday                 | Jul 15  |
| July                                                          | Jul 01 – Jul 30 | Jul 30                     | Friday                    | Aug 14  |
| August                                                        | Jul 31 – Aug 31 | Aug 31                     | Tuesday                   | Sept 15 |
| September                                                     | Sep 01 – Sep 30 | Sep 30                     | Thursday                  | Oct 15  |
| October                                                       | Oct 01 – Oct 31 | Oct 31                     | Monday                    | Nov 16  |
| November                                                      | Nov 01 – Dec 01 | Dec 01                     | Tuesday                   | Dec 15  |
| December                                                      | Dec 02 – Dec 31 | Dec 31                     | Friday                    | Jan 15  |

| HOLIDAY                | CAMPUS OPEN <sup>2</sup> | HOLIDAY OBSERVED  |
|------------------------|--------------------------|-------------------|
| Lincoln's Birthday     | February 12, 2026        | November 27, 2026 |
| Washington's Birthday  | February 16, 2026        | December 28, 2026 |
| Admission Day          | September 9, 2026        | December 29, 2026 |
| Indigenous Peoples Day | October 12, 2026         | December 30, 2026 |

Enter all hours by 11:59 p.m. on the last day of the pay period, and complete approvals within two days after the pay period ends.

Hourly staff must enter any absences by the last day of the pay period. If there is no leave to report, No Leave Taken must be entered.

Intermittent hourly employees (retired annuitants excluded) are entitled to holiday pay for each holiday observed by the campus in accordance with the table below. Hours on pay status include hours physically worked and paid absences. Holiday pay is entered in Absence Management as Hourly Paid Holiday.

<sup>1</sup> Mid-Month payday distribution occurs in the Welcome Center ([ADM building](#), first floor, Room 177) from 9:00 a.m. to 11:00 a.m. and 2:00 p.m. to 4:00 p.m. On non-paydays, checks are available for pickup Monday–Friday from 9:00 a.m. to 11:00 a.m.

<sup>2</sup> Holiday observance shifts from the official date (Campus Open<sup>2</sup>) to the 'Holiday Observed' date.

**NOTE:** Student employees and rehired annuitants are **not** eligible for paid holidays. Hours must reflect time actually worked; do not enter holiday pay.