2026 PAYROLL DEADLINES

Payday	Pay Period #	HR Deadline	Time Approval Deadline
8-Jan-26	1	**15-Dec-25**	**22-Dec-25**
22-Jan-26	2	5-Jan-26	14-Jan-26
5-Feb-26	3	19-Jan-26	28-Jan-26
19-Feb-26	4	2-Feb-26	11-Feb-26
5-Mar-26	5	16-Feb-26	25-Feb-26
19-Mar-26	6	2-Mar-26	11-Mar-26
2-Apr-26	7	**17-Mar-26**	25-Mar-26
16-Apr-26	8	30-Mar-26	8-Apr-26
30-Apr-26	9	13-Apr-26	22-Apr-26
14-May-26	10	27-Apr-26	6-May-26
28-May-26	11	11-May-26	20-May-26
11-Jun-26	12	25-May-26	3-Jun-26
25-Jun-26	13	8-Jun-26	17-Jun-26
9-Jul-26	14	**23-Jun-26**	**30-Jun-26**
23-Jul-26	15	6-Jul-26	15-Jul-26
6-Aug-26	16	20-Jul-26	29-Jul-26
20-Aug-26	17	3-Aug-26	12-Aug-26
3-Sep-26	18	17-Aug-26	26-Aug-26
17-Sep-26	19	31-Aug-26	9-Sep-26
1-Oct-26	20	14-Sep-26	23-Sep-26
15-Oct-26	21	28-Sep-26	7-Oct-26
29-Oct-26	22	**13-Oct-26**	21-Oct-26
12-Nov-26	23	26-Oct-26	4-Nov-26
26-Nov-26	24	9-Nov-26	18-Nov-26
10-Dec-26	25	23-Nov-26	2-Dec-26
23-Dec-26	26	**4-Dec-26**	**14-Dec-26**

Notes

The HR deadline applies to any documentation being submitted to MyHR or Payroll for action, including extensions, leaves of absence, contract changes, faculty appointments, student hire forms, direct deposit set-ups or changes, SIN or Work/Study permit updates, etc.

The time approval deadlines apply to time reports only. If you have a new employee or student who will be on time report, please submit their hiring documentation by the HR deadline in order to have them set up on payroll.

The above deadlines are subject to change to accommodate University holidays. Notice of any necessary changes will be given in advance.