

SCHEDULE OF 2026 PAY PERIODS, HOLIDAYS, AND MID-MONTH PAYDAYS			
PAY PERIOD	INCLUSIVE DATES	HOURLY TIME ENTRY DEADLINE	2026 PAYDAYS ¹
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 ²	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.

¹ 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.

² Holiday observance shifts from the official date (Campus Open²) 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.