2026 SHARP BI-WEEKLY ON-CYCLE PAYROLL SCHEDULE

PAYROLL PERIODS			TIME & LABOR AND EMPLOYEE DATA FOR PAYSHEET CREATION & PRELIMINARY CALCULATION				CUTOFF FOR TIME & LABOR REPORTED TIME SUBMISSIONS/APPROVALS	CUTOFF FOR TIME & LABOR PAYABLE TIME APPROVALS	PAYROLL TRANSACTIONS POSTED TO SMART AFTER
START DATES	ENDING DATES	PAY DATE	FIRST T&LBR ENTRY DATE FOR ON-LINE USERS	CUTOFF INTERFACE USERS 6:00 P.M.	CUTOFF REGENTS FILES 4:00 P.M.	CUTOFF ON-LINE USERS 7:00 P.M.*	6:30 P.M. **	7:00 P.M. ***	7:00 P.M.
7-Dec-25	20-Dec-25	2-Jan-26	7-Dec-25	22-Dec-25	24-Dec-25	23-Dec-25	26-Dec-25	26-Dec-25	31-Dec-25
21-Dec-25	3-Jan-26	16-Jan-26	21-Dec-25	5-Jan-26	8-Jan-26	6-Jan-26	9-Jan-26	9-Jan-26	14-Jan-26
4-Jan-26	17-Jan-26	30-Jan-26	4-Jan-26	20-Jan-26	22-Jan-26	20-Jan-26	23-Jan-26	23-Jan-26	28-Jan-26
18-Jan-26	31-Jan-26	13-Feb-26	18-Jan-26	2-Feb-26	5-Feb-26	3-Feb-26	6-Feb-26	6-Feb-26	11-Feb-26
1-Feb-26	14-Feb-26	27-Feb-26	1-Feb-26	16-Feb-26	19-Feb-26	17-Feb-26	20-Feb-26	20-Feb-26	25-Feb-26
15-Feb-26	28-Feb-26	13-Mar-26	15-Feb-26	2-Mar-26	5-Mar-26	3-Mar-26	6-Mar-26	6-Mar-26	11-Mar-26
1-Mar-26	14-Mar-26	27-Mar-26	1-Mar-26	16-Mar-26	19-Mar-26	17-Mar-26	20-Mar-26	20-Mar-26	25-Mar-26
15-Mar-26	28-Mar-26	10-Apr-26	15-Mar-26	30-Mar-26	2-Apr-26	31-Mar-26	3-Apr-26	3-Apr-26	8-Apr-26
29-Mar-26	11-Apr-26	24-Apr-26	29-Mar-26	13-Apr-26	16-Apr-26	14-Apr-26	17-Apr-26	17-Apr-26	22-Apr-26
12-Apr-26	25-Apr-26	8-May-26	12-Apr-26	27-Apr-26	30-Apr-26	28-Apr-26	1-May-26	1-May-26	6-May-26
26-Apr-26	9-May-26	22-May-26	26-Apr-26	11-May-26	14-May-26	12-May-26	15-May-26	15-May-26	20-May-26
10-May-26	23-May-26	5-Jun-26	10-May-26	26-May-26	28-May-26	26-May-26	29-May-26	29-May-26	3-Jun-26
24-May-26	6-Jun-26	18-Jun-26	24-May-26	8-Jun-26	11-Jun-26	9-Jun-26	12-Jun-26	12-Jun-26	17-Jun-26
7-Jun-26	20-Jun-26	2-Jul-26	7-Jun-26	22-Jun-26	25-Jun-26	23-Jun-26	26-Jun-26	26-Jun-26	1-Jul-26
21-Jun-26	4-Jul-26	17-Jul-26	21-Jun-26	6-Jul-26	9-Jul-26	7-Jul-26	10-Jul-26	10-Jul-26	15-Jul-26
5-Jul-26	18-Jul-26	31-Jul-26	5-Jul-26	20-Jul-26	23-Jul-26	21-Jul-26	24-Jul-26	24-Jul-26	29-Jul-26
19-Jul-26	1-Aug-26	14-Aug-26	19-Jul-26	3-Aug-26	6-Aug-26	4-Aug-26	7-Aug-26	7-Aug-26	12-Aug-26
2-Aug-26	15-Aug-26	28-Aug-26	2-Aug-26	17-Aug-26	20-Aug-26	18-Aug-26	21-Aug-26	21-Aug-26	26-Aug-26
16-Aug-26	29-Aug-26	11-Sep-26	16-Aug-26	31-Aug-26	3-Sep-26	1-Sep-26	4-Sep-26	4-Sep-26	9-Sep-26
30-Aug-26	12-Sep-26	25-Sep-26	30-Aug-26	14-Sep-26	17-Sep-26	15-Sep-26	18-Sep-26	18-Sep-26	23-Sep-26
13-Sep-26	26-Sep-26	9-Oct-26	13-Sep-26	28-Sep-26	1-Oct-26	29-Sep-26	2-Oct-26	2-Oct-26	7-Oct-26
27-Sep-26	10-Oct-26	23-Oct-26	27-Sep-26	12-Oct-26	15-Oct-26	13-Oct-26	16-Oct-26	16-Oct-26	21-Oct-26
11-Oct-26	24-Oct-26	6-Nov-26	11-Oct-26	26-Oct-26	29-Oct-26	27-Oct-26	30-Oct-26	30-Oct-26	4-Nov-26
25-Oct-26	7-Nov-26	20-Nov-26	25-Oct-26	9-Nov-26	12-Nov-26	9-Nov-26	13-Nov-26	13-Nov-26	18-Nov-26
8-Nov-26	21-Nov-26	4-Dec-26	8-Nov-26	23-Nov-26	25-Nov-26	23-Nov-26	25-Nov-26	25-Nov-25	2-Dec-26
22-Nov-26	5-Dec-26	18-Dec-26	22-Nov-26	7-Dec-26	10-Dec-26	8-Dec-26	11-Dec-26	11-Dec-26	16-Dec-26
6-Dec-26	19-Dec-26	31-Dec-26	6-Dec-26	21-Dec-26	23-Dec-26	21-Dec-26	23-Dec-26	23-Dec-26	30-Dec-26
20-Dec-26	2-Jan-27	15-Jan-27	20-Dec-26	4-Jan-27	7-Jan-27	5-Jan-27	8-Jan-27	8-Jan-27	13-Jan-27
3-Jan-27	16-Jan-27	29-Jan-27	3-Jan-27	19-Jan-27	21-Jan-27	19-Jan-27	22-Jan-27	22-Jan-27	27-Jan-27

*Ensure Payable Time exists prior to 7:00 P.M. on cutoff for employees expected to receive sick and/or vacation leave payouts

Preliminary Pay Calculation runs after 7:00 P.M. and each succeeding work day until the cutoff for Correction/Approval of Time and Labor Entries

**Time Admin process runs final time at 6:30 P.M. and produces Payable Time which must be approved by 7:00 P.M.

***Final Pay Calculation runs after 7:00 P.M.

Time and Labor KAGYTL42/INF42 files are Due by 12:00 P.M. (Noon) on these days for Day Batch Processing