

2026 Payroll Calendar

PP	Pay Period Start	Pay Period End	Check Date	PAF Due to Dept. Head	PAF Due to HR Tech ¹	PAF Due to HR Mgr/Dir	PAF Due to PR by 12PM
1	12/26/2025	1/8/2026	1/15/2026	12/18/2025	12/22/2025	12/30/2025	1/5/2026
2	1/9/2026	1/22/2026	1/29/2026	1/6/2026	1/8/2026	1/13/2026	1/15/2026
3	1/23/2026	2/5/2026	2/12/2026	1/21/2026	1/23/2026	1/29/2026	2/2/2026
4	2/6/2026	2/19/2026	2/26/2026	2/4/2026	2/6/2026	2/10/2026	2/12/2026
5	2/20/2026	3/5/2026	3/12/2026	2/18/2026	2/20/2026	2/26/2026	3/2/2026
6	3/6/2026	3/19/2026	3/26/2026	3/4/2026	3/6/2026	3/12/2026	3/16/2026
7	3/20/2026	4/2/2026	4/9/2026	3/18/2026	3/20/2026	3/26/2026	3/30/2026
8	4/3/2026	4/16/2026	4/23/2026	4/1/2026	4/3/2026	4/9/2026	4/13/2026
9	4/17/2026	4/30/2026	5/7/2026	4/15/2026	4/17/2026	4/23/2026	4/27/2026
10	5/1/2026	5/14/2026	5/21/2026	4/29/2026	5/1/2026	5/7/2026	5/11/2026
11	5/15/2026	5/28/2026	6/4/2026	5/13/2026	5/15/2026	5/19/2026	5/21/2026
12	5/29/2026	6/11/2026	6/18/2026	5/27/2026	5/29/2026	6/4/2026	6/8/2026
13	6/12/2026	6/25/2026	7/2/2026	6/10/2026	6/12/2026	6/18/2026	6/22/2026
14	6/26/2026	7/9/2026	7/16/2026	6/24/2026	6/26/2026	7/2/2026	7/6/2026
15	7/10/2026	7/23/2026	7/30/2026	7/8/2026	7/10/2026	7/16/2026	7/20/2026
16	7/24/2026	8/6/2026	8/13/2026	7/22/2026	7/24/2026	7/30/2026	8/3/2026
17	8/7/2026	8/20/2026	8/27/2026	8/5/2026	8/7/2026	8/13/2026	8/17/2026
18	8/21/2026	9/3/2026	9/10/2026	8/18/2026	8/20/2026	8/25/2026	8/27/2026
19	9/4/2026	9/17/2026	9/24/2026	9/2/2026	9/4/2026	9/10/2026	9/14/2026
20	9/18/2026	10/1/2026	10/8/2026	9/16/2026	9/18/2026	9/24/2026	9/28/2026
21	10/2/2026	10/15/2026	10/22/2026	9/30/2026	10/2/2026	10/8/2026	10/8/2026
22	10/16/2026	10/29/2026	11/5/2026	10/14/2026	10/16/2026	10/22/2026	10/26/2026
23	10/30/2026	11/12/2026	11/19/2026	10/28/2026	10/30/2026	11/5/2026	11/9/2026
24	11/13/2026	11/26/2026	12/3/2026	11/10/2026	11/13/2026	11/15/2026	11/17/2026
25	11/27/2026	12/10/2026	12/17/2026	11/30/2026	12/2/2026	12/5/2026	12/7/2026
26	12/11/2026	12/24/2026	12/31/2026	12/9/2026	12/11/2026	12/14/2026	12/16/2026

2027 Holiday Season

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2	1/8/2027	1/21/2027	1/28/2027	1/5/2027	1/7/2027	1/12/2027	1/14/2027

Workflow Steps (1/9/2026)

Benefit

Action Codes in this Workflow

Action Code	Description	Action Code	Description
5000	NEW HIRE BENEFITS ENROLLMENT	5500	AMERICAN FIDELITY
5100	BCN CHANGE	5600	PRUDENTIAL SUPP LIFE INSURANCE
5200	457 NATIONWIDE CHANGE	5700	HEALTH INSURANCE CHANGE
5300	457 MISSION SQUARE CHANGE	5800	OPEN ENROLLMENT
5400	457 CALPERS CHANGE		

Workflow Steps

HR Benefits Manager → Payroll

Injury

Action Codes in this Workflow

Action Code	Description
7100	WORKERS COMP

Workflow Steps

HR Tech → HR Operations Manager → Payroll

[Leave](#)

Action Codes in this Workflow

Action Code	Description
6100	PROTECTED LEAVE
6200	LEAVE W/O PAY - UNPROTECTED
6300	ADMINISTRATIVE LEAVE
6400	SHORT TERM DISABILITY

Workflow Steps

HR Tech → HR Operations Manager → Payroll

[New Hire](#)

Action Codes in this Workflow

Action Code	Description
1100	NEW HIRE

Workflow Steps

Dept. Admin → Dept. Head → HR Benefits Tech → HR Director → Payroll

Other

Action Codes in this Workflow

Action Code	Description	Action Code	Description
8100	EMERGENCY CONTACT CHANGE	8700	EMPLOYEE 1095 DELIVERY CHANGE
8200	EMPLOYEE EMAIL CHANGE	8800	LOCATION CHANGE
8300	EMPLOYEE HOME ADDRESS CHANGE	8801	POSITION CONTROL NUMBER CHANGE
8400	EMPLOYEE NAME CHANGE	8900	DIRECT DEPOSIT OR TAX FORM CHG
8500	EMPLOYEE PHONE NUMBER CHANGE	8950	CORRECTION PAF SEE NOTES
8600	EMPLOYEE W-2 DELIVERY CHANGE		

Workflow Steps

HR Tech → Payroll

Salary

Action Codes in this Workflow

Action Code	Description	Action Code	Description
2100	MERIT INCREASE	2600	ADDITIONAL PAYS
2200	PROMOTION	2700	POLICE INCENTIVE
2300	DEMOTION	2800	FIRE SHIFT CHANGE
2400	RECLASSIFICATION	2900	FLEXIBLY STAFFED POSITION
2450	INTERIM		
2500	PROBATION		

Workflow Steps

Dept. Admin → Dept. Head → HR Tech → HR Director → Payroll

Terminate

Action Codes in this Workflow

Action Code	Description
3100	TERMINATION
3200	JOB SHADOWING

Workflow Steps

Dept. Admin (Notify) → HR Director → Payroll