

HR/Payroll Processing/Deadline Calendar

January 2026

Monday	Tuesday	Wednesday	Thursday	Friday
			1 Holiday	2 Bonus Day
5 Weekly Payroll Processed 10:00am Weekly Time Approval 10:00am Weekly RAP Approval	6 5:00pm Weekly HR Transactions	7 Weekly Pay Day	8 5:00pm Semi HR Transactions 3:00pm Weekly Time Approval 5:00pm Weekly RAP Approval	9 Weekly Payroll Processed 5:00pm Semi RAP Approval
12 Semi Payroll Processed	13 5:00pm Weekly HR Transactions	14 Weekly Pay Day	15 Semi Pay Day 3:00pm Weekly Time Approval 5:00pm Weekly RAP Approval	16 Weekly Payroll Processed
19 Holiday	20 5:00pm Weekly HR Transactions	21 Weekly Pay Day	22 3:00pm Weekly Time Approval 5:00pm Weekly RAP Approval	23 Weekly Payroll Processed 5:00pm Semi HR Transactions
26 5:00pm Semi RAP Approval	27 Semi Payroll Processed 5:00pm Weekly HR Transactions	28 Weekly Pay Day	29 3:00pm Weekly Time Approval 5:00pm Weekly RAP Approval	30 Weekly Payroll Processed Semi Pay Day