

**HR/Payroll Processing/Deadline Calendar****February 2026**

Monday	Tuesday	Wednesday	Thursday	Friday
<b>2</b>	<b>3</b>	<b>4</b> Weekly Pay Day	<b>5</b> 3:00pm Weekly Time Approval 5:00pm Weekly RAP Approval	<b>6</b> Weekly Payroll Processed
<b>9</b> 5:00pm Semi HR Transactions	<b>10</b> 5:00pm Semi RAP Approval 5:00pm Weekly HR Transactions	<b>11</b> Weekly Pay Day Semi Payroll Processed	<b>12</b> 3:00pm Weekly Time Approval 5:00pm Weekly RAP Approval	<b>13</b> Weekly Payroll Processed Semi Pay Day
<b>16</b>	<b>17</b> 5:00pm Weekly HR Transactions	<b>18</b> Weekly Pay Day	<b>19</b> 3:00pm Weekly Time Approval 5:00pm Weekly RAP Approval	<b>20</b> Weekly Payroll Processed 5:00pm Semi HR Transactions
<b>23</b> 5:00pm Semi RAP Approval	<b>24</b> Semi Payroll Processed 5:00pm Weekly HR Transactions	<b>25</b> Weekly Pay Day	<b>26</b> 3:00pm Weekly Time Approval 5:00pm Weekly RAP Approval	<b>27</b> Weekly Payroll Processed Semi Pay Day