

HR/Payroll Processing/Deadline Calendar

December 2026

Monday	Tuesday	Wednesday	Thursday	Friday
	1 5:00pm Weekly HR Transactions	2 Weekly Pay Day	3 3:00pm Weekly Time Approval 5:00pm Weekly RAP Approval	4 Weekly Payroll Processed
7 5:00pm Semi HR Transactions	8 5:00pm Weekly HR Transactions 5:00pm Semi RAP Approval	9 Weekly Pay Day Semi Payroll Processed	10 3:00pm Weekly Time Approval 5:00pm Weekly RAP Approval	11 Weekly Payroll Processed
14	15 5:00pm Weekly HR Transactions Semi Pay Day	16 Weekly Pay Day	17 3:00pm Weekly Time Approval 5:00pm Weekly RAP Approval	18 Weekly Payroll Processed 5:00pm Semi HR Transactions
21 5:00pm Semi RAP Approval	22 5:00pm Weekly HR Transactions Semi Payroll Processed	23 Weekly Pay Day	24 Bonus Day	25 Holiday
28 Bonus Day Weekly Payroll Processed 10:00am Weekly Time Approval 10:00am Weekly RAP Approval	29 Orange Appreciation Day	30 Orange Appreciation Day Weekly Pay Day	31 Bonus Day Semi Pay Day	