

Below is the **2026 Workday Payroll Actions Deadline Schedule** to complete a variety of payroll-related actions in Workday. Employees should use this schedule to identify the applicable deadline date by month and see the **Workday Monthly Payroll Actions** table for a list of actions that are impacted by these deadlines.

- Please note the deadlines vary by month.
- These deadlines apply to all full-time employees, including full-time staff, full-time faculty, full-time classified and adjunct and others under the monthly payroll.
- Actions not initiated/submitted by the monthly deadline will need to be approved during the next pay period.

| Workday Monthly Payroll Actions | |
|---|--|
| Employees | |
| -Withholding Information | |
| -Manage your Direct Deposit Information | |
| Managers | |
| -Job Requisitions | |
| -Promotions | |
| -Job Change | |
| -One-time Payment | |
| -Period Activity Pay | |
| -Compensation Change | |

| HR Deadlines for Completing Monthly Payroll Actions in Workday 2026 | | |
|---|------------|--------|
| Month | Deadline | Time |
| January | 1/20/2026 | 5:00pm |
| February | 2/16/2026 | 5:00pm |
| March | 3/17/2026 | 5:00pm |
| April | 4/17/2026 | 5:00pm |
| May | 5/18/2026 | 5:00pm |
| June | 6/17/2026 | 5:00pm |
| July | 7/20/2026 | 5:00pm |
| August | 8/18/2026 | 5:00pm |
| September | 9/17/2026 | 5:00pm |
| October | 10/19/2026 | 5:00pm |
| November | 11/16/2026 | 5:00pm |
| December | 12/14/2026 | 5:00pm |