

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                                     |            |        |
|---------------------------------------------------------------------|------------|--------|
| 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 |

#### 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