

2026 Carleton College Bi-Weekly Payroll Calendar

Pay Periods		Workday Time Entry			
Start Date	End Date	Recommended Employee Time Entry Due @ 9:00 AM*	Supervisor Approvals Due Monday @ 3:00 PM	Direct Deposit Pay Date	Payroll Processing Dates**
12/14/2025	12/27/2025	12/29/2025	12/29/2025	1/2/2026	12/29/25-12/30/25
12/28/2025	1/10/2026	1/12/2026	1/12/2026	1/16/2026	1/12/26-1/14/26
1/11/2026	1/24/2026	1/26/2026	1/26/2026	1/30/2026	1/26/26-1/28/26
1/25/2026	2/7/2026	2/9/2026	2/9/2026	2/13/2026	2/9/26-2/11/26
2/8/2026	2/21/2026	2/23/2026	2/23/2026	2/27/2026	2/23/26-2/25/26
2/22/2026	3/7/2026	3/9/2026	3/9/2026	3/13/2026	3/9/26-3/11/26
3/8/2026	3/21/2026	3/23/2026	3/23/2026	3/27/2026	3/23/26-3/25/26
3/22/2026	4/4/2026	4/6/2026	4/6/2026	4/10/2026	4/6/26-4/8/26
4/5/2026	4/18/2026	4/20/2026	4/20/2026	4/24/2026	4/20/26-4/22/26
4/19/2026	5/2/2026	5/4/2026	5/4/2026	5/8/2026	5/4/26-5/6/26
5/3/2026	5/16/2026	5/18/2026	5/18/2026	5/22/2026	5/18/26-5/20/26
5/17/2026	5/30/2026	6/1/2026	6/1/2026	6/5/2026	6/1/26-6/3/26
5/31/2026	6/13/2026	6/15/2026	6/15/2026	6/18/2026	6/15/26-6/16/26
6/14/2026	6/27/2026	6/29/2026	6/29/2026	7/2/2026	6/29/26-6/30/26
6/28/2026	7/11/2026	7/13/2026	7/13/2026	7/17/2026	7/13/26-7/15/26
7/12/2026	7/25/2026	7/27/2026	7/27/2026	7/31/2026	7/27/26-7/29/26
7/26/2026	8/8/2026	8/10/2026	8/10/2026	8/14/2026	8/10/26-8/12/26
8/9/2026	8/22/2026	8/24/2026	8/24/2026	8/28/2026	8/24/26-8/26/26
8/23/2026	9/5/2026	9/7/2026	9/7/2026	9/11/2026	9/7/26-9/9/26
9/6/2026	9/19/2026	9/21/2026	9/21/2026	9/25/2026	9/21/26-9/23/26
9/20/2026	10/3/2026	10/5/2026	10/5/2026	10/9/2026	10/5/26-10/7/26
10/4/2026	10/17/2026	10/19/2026	10/19/2026	10/23/2026	10/19/26-10/21/26
10/18/2026	10/31/2026	11/2/2026	11/2/2026	11/6/2026	11/2/26-11/4/26
11/1/2026	11/14/2026	11/16/2026	11/16/2026	11/20/2026	11/16/26-11/18/26
11/15/2026	11/28/2026	11/30/2026	11/30/2026	12/4/2026	11/30/26-12/2/26
11/29/2026	12/12/2026	12/14/2026	12/14/2026	12/18/2026	12/14/26-12/16/26
12/13/2026	12/26/2026	12/28/2026	12/28/2026	12/31/2026	12/28/26-12/29/26

*Employees are expected to record time worked in Workday before and after each shift. Completed Time Entry should be submitted after the last shift worked in the two week pay period and no later than 9:00 AM the Monday prior to the pay date.

**Processing dates are subject to change due to bank or College Holidays.

College Holidays and eligibility requirements: Campus Handbook - https://apps.carleton.edu/handbook/employment/?policy_id=870110