

2026 Payroll Calendar



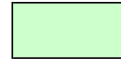
College Holiday



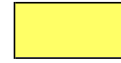
HR/Parking/Budget
Data Entry Deadline



R1/R2 Payroll Processing
Regular Payroll



X1 Payroll Processing
Supplemental Payroll



Pay Date



Direct Deposit File
Uploaded to Bank

*Indicates holiday which is recognized by the College of Charleston on a date other than the traditional holiday.

	S	M	T	W	TH	F	S
January					1 New Year's Day	2	3
	4	5	6	7 HR/Parking 12PM Budget 5PM Deadline #1	8 Processing #1 R1/R2	9 Processing #1 R1/R2	10
	11	12 \$ R1/R2	13 Processing #1 X1	14 \$ X1	15 PR #1 12/16 - 12/31	16	17
	18	19 Martin Luther King, Jr. Day	20	21	22 HR/Parking 12PM Budget 5PM Deadline #2	23 Processing #2 R1/R2	24
	25	26 Processing #2 R1/R2	27 \$ R1/R2	28 Processing #2 X1	29 \$ X1	30 PR #2 1/1 - 1/15	31

	S	M	T	W	TH	F	S
February	1	2	3	4	5 HR/Parking 12PM Budget 5PM Deadline #3	6 Processing #3 R1/R2	7
	8	9 Processing #3 R1/R2	10 \$ R1/R2	11 Processing #3 X1	12 \$ X1	13 PR #3 1/16 - 1/31	14
	15	16 * Banks Closed	17	18	19 HR/Parking 12PM Budget 5PM Deadline #4	20 Processing #4 R1/R2	21
	22	23 Processing #4 R1/R2	24 \$ R1/R2	25 Processing #4 X1	26 \$ X1	27 PR #4 2/1 - 2/15	28

	S	M	T	W	TH	F	S
March	1	2	3	4	5 HR/Parking 12PM Budget 5PM Deadline #5	6 Processing #5 R1/R2	7
	8	9 Processing #5 R1/R2	10 \$ R1/R2	11 Processing #5 X1	12 \$ X1	13 PR #5 2/16 - 2/28	14
	15	16	17	18	19	20	21
	22	23 HR/Parking 12PM Budget 5PM Deadline #6	24 Processing #6 R1/R2	25 Processing #6 R1/R2	26 \$ R1/R2	27 Processing #6 X1	28
	29	30 \$ X1	31 PR #6 3/1 - 3/15				

	S	M	T	W	TH	F	S
April				1	2	3	4
	5	6	7 HR/Parking 12PM Budget 12PM Deadline #7	8 Processing #7 R1/R2	9 Processing #7 R1/R2	10 \$ R1/R2	11
	12	13 Processing #7 X1	14 \$ X1	15 PR #7 3/16 - 3/31	16	17	18
	19	20	21	22 HR/Parking 12PM Budget 5PM Deadline #8	23 Processing #8 R1/R2	24 Processing #8 R1/R2	25
	26	27 \$ R1/R2	28 Processing #8 X1	29 \$ X1	30 PR #8 4/1 - 4/15		

	S	M	T	W	TH	F	S
May						1	2
	3	4	5	6	7 HR/Parking 12PM Budget 5PM Deadline #9	8 Processing #9 R1/R2	9
	10	11 Processing #9 R1/R2	12 \$ R1/R2	13 Processing #9 X1	14 \$ X1	15 PR #9 4/16 - 4/30	16
	17	18	19	20 HR/Parking 12PM Budget 5PM Deadline #10	21 Processing #10 R1/R2	22 Processing #10 R1/R2	23
	24	25 Memorial Day	26 \$ R1/R2	27 Processing #10 X1	28 \$ X1	29 PR #10 5/1 - 5/15	30
	31						

	S	M	T	W	TH	F	S
June		1	2	3	4	5 HR/Parking 12PM Budget 5PM Deadline #11	6
	7	8 Processing #11 R1/R2	9 Processing #11 R1/R2	10 \$ R1/R2	11 Processing #11 X1	12 \$ X1	13
	14	15 PR #11 5/16 - 5/31	16	17	18	19 * Banks Closed	20
	21	22 HR/Parking 12PM Budget 5PM Deadline #12	23 Processing #12 R1/R2	24 Processing #12 R1/R2	25 \$ R1/R2	26 Processing #12 X1	27
	28	29 \$ X1	30 PR #12 6/1 - 6/15				

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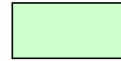
College Holiday



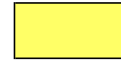
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	S	M	T	W	TH	F	S
July				1	2	3 Independence Day	4
	5	6	7 HR/Parking 12PM Budget 5PM Deadline #13	8 Processing #13 R1/R2	9 Processing #13 R1/R2	10 \$ R1/R2	11
	12	13 Processing #13 X1	14 \$ X1	15 PR #13 6/16 - 6/30	16	17	18
	19	20	21	22	23 HR/Parking 12PM Budget 5PM Deadline #14	24 Processing #14 R1/R2	25
	26	27 Processing #14 R1/R2	28 \$ R1/R2	29 Processing #14 X1	30 \$ X1	31 PR #14 7/1 - 7/15	

	S	M	T	W	TH	F	S
August							1
	2	3	4	5	6 HR/Parking 12PM Budget 5PM Deadline #15	7 Processing #15 R1/R2	8
	9	10 Processing #15 R1/R2	11 \$ R1/R2	12 Processing #15 X1	13 \$ X1	14 PR #15 7/16 - 7/31	15
	16	17	18	19	20	21 HR/Parking 12PM Budget 5PM Deadline #16	22
	23	24 Processing #16 R1/R2	25 Processing #16 R1/R2	26 \$ R1/R2	27 Processing #16 X1	28 \$ X1	29
	30	31 PR #16 8/1 - 8/15					

	S	M	T	W	TH	F	S
September			1	2	3	4	5
	6	7 HR/Parking 12PM Budget 5PM Deadline #17 * Banks Closed	8 Processing #17 R1/R2	9 Processing #17 R1/R2	10 \$ R1/R2	11 Processing #17 X1	12
	13	14 \$ X1	15 PR #17 8/16 - 8/31	16	17	18	19
	20	21	22 HR/Parking 12PM Budget 5PM Deadline #18	23 Processing #18 R1/R2	24 Processing #18 R1/R2	25 \$ R1/R2	26
	27	28 Processing #18 X1	29 \$ X1	30 PR #18 9/1 - 9/15			

	S	M	T	W	TH	F	S
October					1	2	3
	4	5	6	7 HR/Parking 12PM Budget 5PM Deadline #19	8 Processing #19 R1/R2	9 Processing #19 X1	10
	11	12 \$ R1/R2 * Banks Closed	13 Processing #19 X1	14 \$ X1	15 PR #19 9/16 - 9/30	16	17
	18	19	20	21	22 HR/Parking 12PM Budget 5PM Deadline #20	23 Processing #20 R1/R2	24
	25	26 Processing #20 R1/R2	27 \$ R1/R2	28 Processing #20 X1	29 \$ X1	30 PR #20 10/1 - 10/15	31

	S	M	T	W	TH	F	S
November	1	2	3	4	5 HR/Parking 12PM Budget 5PM Deadline #21	6 Processing #21 R1/R2	7
	8	9 Processing #21 R1/R2	10 \$ R1/R2	11 Processing #21 X1 * Banks Closed	12 \$ X1	13 PR #21 10/16 - 10/31	14
	15	16	17	18 HR/Parking 12PM Budget 5PM Deadline #22	19 Processing #22 R1/R2	20 Processing #22 R1/R2	21
	22	23 \$ R1/R2	24 Processing #21 X1	25 \$ X1	26 Thanksgiving Day	27 Day After Thanksgiving	28
	29	30 PR #22 11/1 - 11/15					

	S	M	T	W	TH	F	S
December			1	2	3	4	5
	6	7 HR/Parking 12PM Budget 5PM Deadline #23	8 Processing #23 R1/R2	9 Processing #23 R1/R2	10 \$ R1/R2	11 Processing #23 X1	12
	13	14 \$ X1	15 PR #23 11/16 - 11/30	16 HR/Parking 12PM Budget 5PM Deadline #24	17 Processing #24 R1/R2	18 \$ R1/R2	19
	20	21	22 PR #24 12/1 - 12/15	23 Winter Break	24 Christmas Eve	25 Christmas Day	26
	27	28 Winter Break	29 Winter Break	30 Winter Break	31 Winter Break		