

Cut-Offs for Employee Data Forms and Timesheets for Pays of Jan 15, 2026 - Dec 3, 2026						
Pay Date		HR must be in receipt of all tickets affecting appointments by Noon	Department data entry to Gryphons at Work by 10:00 pm	HR will approve received workflows by Noon	Period for Time Reporting	All Time Entry hours entered by 10am
15-Jan-26		Friday, Jan 09	Friday, Jan 09	Monday, Jan 12	December 26 - January 08	Monday, Jan 12
29-Jan-26		Friday, Jan 23	Friday, Jan 23	Monday, Jan 26	January 09 - January 22	Monday, Jan 26
12-Feb-26		Friday, Feb 06	Friday, Feb 06	Monday, Feb 09	January 23 - February 05	Monday, Feb 09
26-Feb-26		Friday, Feb 20	Friday, Feb 20	Monday, Feb 23	February 06 - February 19	Monday, Feb 23
12-Mar-26		Friday, Mar 06	Friday, Mar 06	Monday, Mar 09	February 20 - March 05	Monday, Mar 09
26-Mar-26		Friday, Mar 20	Friday, Mar 20	Monday, Mar 23	March 06 - March 19	Monday, Mar 23
9-Apr-26	**	Thursday, Apr 02	Thursday, Apr 02	Monday, Apr 06	March 20 - April 02	Monday, Apr 06
23-Apr-26		Friday, Apr 17	Friday, Apr 17	Monday, Apr 20	April 03 - April 16	Monday, Apr 20
7-May-26		Friday, May 01	Friday, May 01	Monday, May 04	April 17 - April 30	Monday, May 04
21-May-26	**	Thursday, May 14	Thursday, May 14	Friday, May 15	May 01 - May 14	Friday, May 15
4-Jun-26		Friday, May 29	Friday, May 29	Monday, Jun 01	May 15 - May 28	Monday, Jun 01
18-Jun-26		Friday, Jun 12	Friday, Jun 12	Monday, Jun 15	May 29 - June 11	Monday, Jun 15
2-Jul-26	**	Thursday, Jun 25	Thursday, Jun 25	Friday, Jun 26	June 12 - June 25	Friday, Jun 26
16-Jul-26		Friday, Jul 10	Friday, Jul 10	Monday, Jul 13	June 26 - July 09	Monday, Jul 13
30-Jul-26		Friday, Jul 24	Friday, Jul 24	Monday, Jul 27	July 10 - July 23	Monday, Jul 27
13-Aug-26		Friday, Aug 07	Friday, Aug 07	Monday, Aug 10	July 24 - August 06	Monday, Aug 10
27-Aug-26		Friday, Aug 21	Friday, Aug 21	Monday, Aug 24	August 07 - August 20	Monday, Aug 24
10-Sep-26	**	Thursday, Sep 03	Thursday, Sep 03	Friday, Sep 04	August 21 - September 03	Friday, Sep 04
24-Sep-26		Friday, Sep 18	Friday, Sep 18	Monday, Sep 21	September 04 - September 17	Monday, Sep 21
8-Oct-26		Friday, Oct 02	Friday, Oct 02	Monday, Oct 05	September 18 - October 01	Monday, Oct 05
22-Oct-26		Friday, Oct 16	Friday, Oct 16	Monday, Oct 19	October 02 - October 15	Monday, Oct 19
5-Nov-26		Friday, Oct 30	Friday, Oct 30	Monday, Nov 02	October 16 - October 29	Monday, Nov 02
19-Nov-26		Friday, Nov 13	Friday, Nov 13	Monday, Nov 16	October 30 - November 12	Monday, Nov 16
3-Dec-26		Friday, Nov 27	Friday, Nov 27	Monday, Nov 30	November 13 - November 26	Monday, Nov 30

\*\* Denotes change to regular schedule

Cut-off times and deadlines are firm.

Departments are responsible for ensuring the timely submission of their data entry and time entry.