

HR/Payroll Cutoff Schedule - Calendar Year 2026

	HR/Payroll SemiMonthly Employee Transactions Cutoff Dates & Pay Dates						eSDS Changes Weekly Cutoff	eSDS Changes Monthly Cutoff	Late Distribution Change Requests	Quarter Opens for Certification	Quarterly Certification Expected By	Quarterly Certification Due
	CUTOFF TIME/DATE	SYSTEM LOCKED (UNAVAILABLE IN AM)	PAYDATE	CUTOFF TIME/DATE	SYSTEM LOCKED (UNAVAILABLE IN AM)	PAYDATE						
January	5 pm – 1/7	9-Jan	15-Jan	5 pm – 1/22	26-Jan	30-Jan	5 pm – 1/26	5 pm – 1/29	5 pm – 1/15	Q2 FY2026 1-Jan		
February	5 pm – 2/5	9-Feb	13-Feb	5 pm – 2/19	23-Feb	27-Feb	5 pm – 2/23	5 pm – 2/26	5 pm – 2/13		Q2 FY2026 Feb-27	
March	5 pm – 3/5	9-Mar	13-Mar	5 pm – 3/23	25-Mar	31-Mar	5 pm – 3/23 <i>(Q2 FY26 Weekly Cutoff)</i>	5 pm – 3/30 <i>(Q2 FY26 Monthly Cutoff)</i>	5 pm – 3/16			Q2 FY2026 31-Mar
April	5 pm – 4/7	9-Apr	15-Apr	5 pm – 4/22	24-Apr	30-Apr	Noon – 4/21	5 pm – 4/29	5 pm – 4/15	Q3 FY2026 1-Apr		
May	5 pm – 5/7	11-May	15-May	5 pm – 5/20	22-May	29-May	Noon – 5/26	5 pm – 5/28	5 pm – 5/15		Q3 FY2026 29-May	
June	5 pm – 6/4	8-Jun	15-Jun	5 pm – 6/22	24-Jun	30-Jun	5 pm – 6/22 <i>(Q3 FY26 Weekly Cutoff)</i>	5 pm – 6/29 <i>(Q3 FY26 Monthly Cutoff)</i>	5 pm – 6/15			Q3 FY2026 30-Jun
July	5 pm – 7/7	9-Jul	15-Jul	5 pm – 7/23	27-Jul	31-Jul	5 pm – 7/27	5 pm – 7/30	5 pm – 7/15	Q4 FY2026 1-Jul		
August	5 pm – 8/6	10-Aug	14-Aug	5 pm – 8/20	24-Aug	31-Aug	5 pm – 8/24	5 pm – 8/28	5 pm – 8/17		Q4 FY2026 31-Aug	
September	5 pm – 9/4	9-Sep	15-Sep	5 pm – 9/22	24-Sep	30-Sep	5 pm – 9/21 <i>(Q4 FY26 Weekly Cutoff)</i>	5 pm – 9/29 <i>(Q4 FY26 Monthly Cutoff)</i>	5 pm – 9/15			Q4 FY2026 30-Sep
October	5 pm – 10/6	8-Oct	15-Oct	5 pm – 10/22	26-Oct	30-Oct	5 pm – 10/26	5 pm – 10/29	5 pm – 10/15	Q1 FY2027 1-Oct		
November	5 pm – 11/4	6-Nov	13-Nov	5 pm – 11/17	19-Nov	30-Nov	11 am – 11/23	5 pm – 11/25	5 pm – 11/16		Q1 FY2027 30-Nov	
December	5 pm – 12/7	9-Dec	15-Dec	5 pm – 12/21	23-Dec	31-Dec	Noon – 12/21 <i>(Q1 FY27 Weekly Cutoff)</i>	5 pm – 12/30 <i>(Q1 FY27 Monthly Cutoff)</i>	5 pm – 12/15			Q1 FY2027 31-Dec
Weekly time sheet deadline is Monday at 5 pm. If the Institute is closed on a Monday, the deadline is Tuesday at noon.												

This schedule is subject to change. If VPF HR/Payroll makes changes to this calendar, the team will update this page and send an email of the changes to the hrpayroll_communications@mit.edu email list.

Last Updated: 12/3/2025