

PAYROLL TRANSITION

Biweekly Pay Cycle Calendar

Below is an example calendar of what the biweekly pay cycle will look like using August and September 2027 as example of a non-holiday and a holiday month.

August 2027

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
Pay period start date (8/1-8/14)			Employee time entry locked (7/18 – 7/31 pay period)		Cutoff for managers to submit and approve time (7/18 – 7/31 pay period)	
8	9	10	11	12	13	14
	Workday Oregon Payroll Processing (7/18 – 7/31 pay period)				Payday (7/18 – 7/31 pay period)	Pay period end date (8/1-8/14)
15	16	17	18	19	20	21
Pay period start date (8/15-8/28)			Employee time entry locked (8/1-8/14 pay period)		Cutoff for managers to submit and approve time (8/1-8/14 pay period)	
22	23	24	25	26	27	28
	Workday Oregon Payroll Processing (8/1-8/14 pay period)				Payday (8/1-8/14 pay period)	Pay period end date (8/15-8/28)
29	30	31				
Pay period start date (8/29 - 9/11)		Employee time entry locked (8/15 – 8/28 pay period)*				

September 2027

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
				Cutoff for managers to submit and approve time (8/15 – 8/28 pay period)*	Workday Oregon Payroll Processing (8/15 – 8/28 pay period)*	
5	6	7	8	9	10	11
	Labor Day (Observed)				Payday (8/15 – 8/28 pay period)	Pay period end date (8/29 - 9/11)
12	13	14	15	16	17	18
Pay period start date (9/12 - 9/25)			Employee time entry locked (8/29 – 9/11 pay period)		Cutoff for managers to submit and approve time (8/29 – 9/11 pay period)	
19	20	21	22	23	24	25
	Workday Oregon Payroll Processing (8/29 – 9/11 pay period)				Payday (8/29 – 9/11 pay period)	Pay period end date (9/12 - 9/25)
26	27	28	29	30		
Pay period start date (9/26 - 10/9)			Employee time entry locked (9/12 – 9/25 pay period)			

*Holiday observance adjusts time entry and approval deadlines as well as the day payroll is processed.