

Monthly pay dates 2026



UNIVERSITY OF
WATERLOO

Human
Resources

Faculty (regular and definite term), staff (regular and temporary), co-op students, and graduate students are paid on a monthly basis. The monthly pay date is the last Friday of each month except where noted in bold. All submissions must be made by the posted cut-off dates in order to be processed on the stated pay date. Late submissions will be paid on the following pay date.

Note: All mass templates must be submitted at least one week prior to deadlines below. This allows time for approvals to occur prior to the deadline.

Pay date information (for all monthly paid employees)		Submission Cut-off dates	
Pay Dates	Pay Period	Paperwork: completed hard copy received by HR by 4:30 p.m.	All submissions through Workday with all required approvals by 4:30 p.m. (includes hiring and Time Tracking)
Last Friday of the month unless otherwise stated in bold (date is earlier than usual)			
January 23, 2026	January 1 - 31, 2026	January 14, 2026	January 15, 2026
February 27, 2026	February 1 - 28, 2026	February 18, 2026	February 19, 2026
March 27, 2026	March 1 - 31, 2026	March 18, 2026	March 19, 2026
April 24, 2026	April 1 - 30, 2026	April 15, 2026	April 16, 2026
May 29, 2026	May 1 - 31, 2026	May 20, 2026	May 21, 2026
June 26, 2026	June 1 - 30, 2026	June 17, 2026	June 18, 2026
July 31, 2026	July 1 - 31, 2026	July 22, 2026	July 23, 2026
August 28, 2026	August 1 - 31, 2026	August 19, 2026	August 20, 2026
September 25, 2026	September 1 - 30, 2026	September 16, 2026	September 17, 2026
October 30, 2026	October 1 - 31, 2026	October 21, 2026	October 22, 2026
November 27, 2026	November 1 - 30, 2026	November 18, 2026	November 19, 2026
December 23, 2026	December 1 - 31, 2026	December 15, 2026	December 16, 2026