MANAGEMENT AND BUDGET

Memo

Date: October 19, 2026

To: Agency Payroll, Human Resources, and Accounting Staff

From: Katie Karow, Director, Statewide Payroll Services

RE: Payroll Holiday Schedule Changes for November – December 2026

The tables below show how payroll deadlines and SEMA4 availability change for the November and December 2026 holidays.

Veterans Day Holiday Schedule

PPE – November 3	Veterans Day Holiday – November 11
Tuesday, November 10	First off-cycle pay calc and confirm for this week runs tonight and calculated checks will have a pay date of Friday, November 13.
Wednesday, November 11	Veterans Day Holiday – SEMA4 will not be available.
Friday, November 13	Labor Distribution must be completed by noon, as usual.

Thanksgiving Holiday Schedule

PPE – November 17	Thanksgiving Holiday – November 26 and 27
Monday, November 23	The first off-cycle pay calc and confirm for this week runs tonight and checks will have a pay date of Wednesday, November 25.
Tuesday, November 24	The second off-cycle pay calc and confirm for this week runs tonight and calculated checks will have a pay date of Friday, November 27.
Wednesday, November 25	Payday is today, two days earlier than usual. Labor Distribution must be completed by noon. SEMA4 will be available until 5:00 p.m.
Thursday, November 26	Thanksgiving Holiday – SEMA4 will not be available.
Friday, November 27	Thanksgiving Holiday – SEMA4 will not be available.

Christmas Holiday Schedule

PPE – December 15	Christmas Holiday – December 25
Wednesday, December 23	The second off-cycle pay calc for this week. The confirm runs tonight. Calculated checks will have a pay date of Thursday, December 24.
Thursday, December 24	• Payday is today, one day earlier than usual. • Labor Distribution must be completed by noon, one day earlier than usual. • Human resources changes that normally must be entered no later than Monday before the pay period end date must be entered no later than today. • SEMA4 will be available until 5:00 p.m.
Friday, December 25	Christmas Holiday – SEMA4 will not be available.

New Year's Holiday Schedule

PPE – December 29	New Year's Holiday – January 1
Monday, December 28	• Mass Time Entry is available, one day earlier than usual. • Self Service Time Entry loads to Mass Time Entry tonight for the first time this week, one day earlier than usual.
Tuesday, December 29	• **Last day for calendar year 2026 paycheck reversal requests**. • Self Service Time Entry loads to Mass Time Entry for the second and last time this week, one day earlier than usual. • Off-Cycle pay calc runs tonight as usual. Checks will have a pay date of Thursday, December 31.
Wednesday, December 30	Mass Time Entry must be completed by end of day.
Thursday, December 31	SEMA4 will be available until 5:00 p.m.
Friday, January 1	New Year's Holiday – SEMA4 will not be available.

SEMA4 Hours of Operation

Monday – Thursday, 7:00 a.m. – 7:00 p.m.; Friday, 7:00 a.m. – 5:00 p.m.

Have a Payroll Question About Something Else?

Agency Payroll, Human Resources, and Accounting Staff may email their questions to Statewide Payroll Services. Use the Agency Payroll Contacts list to find your payroll subject and where to email.

PLEASE SHARE THIS INFORMATION WITH APPROPRIATE AGENCY STAFF