**HR/Pay Calendar for November 2025 – January 2026 Holidays**

Deadlines for Time and Absence are necessitated by [holidays](https://humanresources.ku.edu/holiday-listing) in November, December, and January and by the State of Kansas (SOKS) payroll file receipt deadlines.

* Employees are to have all time and absences submitted by the end of each workweek at a minimum.
* Supervisor biweekly emails will provide reminder deadlines for the applicable pay periods.

Key Points & Dates:

1. Pay period 10/26/25- 11/8/25 (paid 11/21/25)
   1. Time and Absence approvals by supervisors or delegates are due **5:00 p.m. Monday 11/10/25.**
   2. The 1st off cycle will be on Thursday 11/13/25.
   3. Adjustment and 2nd off cycle will process as usual.

1. Pay period 11/9/25 – 11/22/25 (paid 12/5/25)
   1. Time and Absence approvals by supervisors or delegates are due **12:00 p.m. (NOON) Monday 11/24/25.**
   2. The 1st off cycle will be on Tuesday 11/25/25.
   3. Adjustment and 2nd off cycle will process as usual.
      1. The last adjustment file will be processed on 12/2/25 for the calendar year 2025 W-2.
   4. Holiday: [11/11/25 University is Open](https://humanresources.ku.edu/veterans-day)
2. Pay period 11/23/25– 12/6/25 (paid 12/19/25)
   1. Time and Absence approvals by supervisors or delegates are due **5:00 p.m. Monday 12/8/25.**
   2. The 1st off cycle will process as usual on Wednesday 12/10/25. It will be the last file to be included in Calendar Year 2025.
   3. There will not be a 2nd off cycle.
   4. There will not be an adjustment off cycle due to the calendar year SOKS deadlines.
   5. The Payroll Office will be limited on its ability to request KUEA loans for late pay (due to no fault of the employee). It will be critical for time and absences to be submitted at the end of each work week and approved by the deadlines. Questions: [payroll@ku.edu](mailto:payroll@ku.edu?subject=KUEA%20Loans)
   6. Holidays: [11/27/25 and 11/28/25](https://humanresources.ku.edu/holiday-listing)
3. Pay period 12/7/25 - 12/20/25 (paid 1/2/26)
   1. Time and Absence approvals by supervisors or delegates are due **12:00 p.m. (NOON) Monday 12/22/25.**
   2. The 1st off cycle will be on Tuesday 12/23/25.
   3. There will not be an adjustment off cycle.
   4. There will not be a 2nd off cycle.
   5. Employees whose time and absences are not entered, and the supervisor does not approve by the Noon Dec. 22nd deadline, may have a minimum two-week delay in pay.
   6. KUEA will have reduced hours. It will not be possible for the Payroll Office to request KUEA loans for late pay (due to no fault of the employee). It will be critical for time and absences to be submitted at the end of each work week and approved by the deadlines. Questions: [payroll@ku.edu](mailto:payroll@ku.edu?subject=KUEA%20Loans)
4. Pay period 12/21/25-1/3/26 (paid 1/16/26)
   1. Time and Absence approvals by supervisors or delegates are due **5:00 p.m. Monday 1/5/26.**
   2. The 1st off cycle, Adjustment off cycle, and 2nd off cycle will process as usual.
      1. Adjustments will be determined based on tax requirements.
   3. Holidays: [12/25/25 & 1/1/26](https://humanresources.ku.edu/holiday-listing)
5. Pay period 1/4/26- 1/17/26 (paid 1/30/26)
   1. Time and Absence approvals by supervisors or delegates are due **5:00 p.m. Tuesday 1/20/26.**
   2. The 1st off cycle will be on Thursday 1/22/26.
   3. Adjustment and 2nd off cycle will process as usual.
   4. Holiday: [1/19/26](https://humanresources.ku.edu/holiday-listing)
6. [Discretionary Day](https://humanresources.ku.edu/discretionary-day)
   1. Calendar Year 2025 – Last day to use is 12/20/25 (Saturday). (Most employees it will be 12/19/25 Friday.)
   2. Calendar Year 2026 – First day to use is 12/21/25.
      1. Discretionary Day balance for 2026 will be displayed in HR/Pay after 1/5/26 but employees may request and be paid for it as of 12/21/25.
7. All dates are subject to change if deadlines are modified by the State of Kansas.
8. Additional Reference Materials
   1. Reporting worked hours on a holiday: Non-exempt (hourly) regular employees and their supervisors may wish to review item 17 in the [Guide to Time and Absence Reporting (.docx)](https://humanresources.ku.edu/sites/humanresources/files/documents/HRPay/TimeAbsenceguide_overviewrad_0.docx).
   2. [Guide to Eligibility and Reporting of Holidays (.docx)](https://humanresources.ku.edu/sites/humanresources/files/documents/HRPay/Holiday_eligibility_guiderad.docx) (includes rules and varying work schedule information)
   3. Holiday list: <https://humanresources.ku.edu/holiday-listing>