

YEAR-END IMPORTANT DATES FOR PIS/PROJECT STAFF



LAST EPAF DEADLINE OF 2026

December 11, 2026 (Fri)

- ☐ Pay period ending 12/15/2026 is the last payroll for the tax year 2026 and the last chance for retroactive payroll adjustments to be processed in the current payroll year.
- ☐ Any adjustments posted after pay period ending 12/15/2026 will be considered 2027 earnings/adjustments and will NOT be included in the employee's W-2 form for 2026.



FINAL PAYROLL DEADLINE FOR TAX YEAR 2026

December 16, 2026
(Wed) at Noon HST

- ☐ Payroll deadline for the 12/01 – 15/2026 pay period.
- ☐ Please ensure that ALL eTimesheets are submitted and approved by the RCUH HR payroll deadline.
- ☐ Any late timesheets processed after pay period ending 12/15/2026 will be considered 2027 earnings/adjustments and will NOT be included in the employee's W-2 form for 2026.



TAXABLE TRAVEL PAYMENTS VIA THE FINANCIAL PORTAL

December 8, 2026 -
December 31, 2026

- ☐ Please hold on submitting or approving Taxable Travel Payments for RCUH Employees from December 8, 2026 to December 31, 2026.
- ☐ Travel Per Diems must be posted as taxable when they are received and due to timing the last payroll of the 2026 tax year is December 15, 2026, please hold off on processing during the requested times. Travel payments may resume on January 1, 2027.

LAST DAY TO CONSENT FOR ELECTRONIC W-2

December 27, 2026 (Sun)

Deadline to consent for electronic W-2 form and mailing/email address changes.

We ask that Projects encourage all of their employees to consent to receive their W-2 electronically through the secure Employee Self-Service site.

HOLIDAYS

Christmas and New Year's
Day



December 25, 2026
(Fri)



January 1, 2027 (Fri)

Stay safe and Happy
Holidays!

FIRST PAYROLL DEADLINE FOR TAX YEAR 2027

January 4, 2027 (Mon) at
Noon HST

Payroll deadline for the 12/16 –
31/2026 pay period



REMINDER: Have your employees submit their eTimesheets early! Payroll Deadline is on a Monday after a long holiday weekend.



VACATION FORFEITURE PROCESS

January 7, 2027

Employee vacation balances will be updated on eTimesheets and pay stub to reflect the vacation forfeiture action.

Contact Employee Benefits at
rcuh_benefits@rcuh.com



POSTING DEADLINE FOR OSHA 300A FORM

February 1, 2027

Each Principal Investigator is responsible for publicly posting their Summary of Work-Related Injuries and Illnesses (OSHA Form 300A) at each establishment identified for their RCUH employees starting February 1 through April 30, 2027. OSHA Form 300As will be provided to you by RCUH Employee Benefits no later than January 30, 2027.

Contact Employee Benefits at rcuh_benefits@rcuh.com

Calendars and Schedule for 2026-2027:

[Personnel Action & Payroll Calendar](#)
[Personnel Action & Payroll Schedule](#)

To add the RCUH ePAF and Payroll Deadlines to your own calendar, please use the links below. You may adjust these deadlines to reflect your project's internal deadlines as needed.

[RCUH ePAF Deadlines for the 2027 Calendar Year](#)
[RCUH Payroll Deadlines for the 2027 Calendar Year](#)

If you have any questions, please contact RCUH Payroll at rcuh_payroll@rcuh.com.