KANSAS STATE UNIVERSITY | Human Resources

November 2026

HR Holiday and Reminder of Deadlines

Human Resources will be closed while the University observes reduced holiday activities during December 24, 2026 - January 3, 2027. For urgent Faculty and Staff situations, you may call 785.532.6277 during this time. For campus emergencies, you should contact the University Police at 785.532.6412. Please see the timeline below for position management, recruitment, transaction, and payroll deadlines. HR will resume services in all units on January 4, 2027.

HRIS restriction and one pay period hiring pause

The last start date for new hires and transfers before the compensation study implementation was November 8th. The next available start date is December 6th. Additionally, HRIS will be unavailable for any updates between November 20 at 4:00 pm to December 7 at 8:00 am.

Personnel Transaction Reminders

- Thursday, December 3rd is the final day to submit personnel transactions to Human Resources for pay period 12/06/2026 - 12/19/2026.
- Thursday, December 17th is the final day to submit personnel transactions to Human Resources for pay period 12/20/2026 – 01/02/2027.

Holiday Break Leave

Holiday Break Leave is available to both nonexempt and exempt employees for up to four University-designated holiday break days. To ensure leave is applied consistently, Holiday Break Leave cannot be used in a way that results in more than 40 paid hours in

a workweek. Additional training and communication was sent from the Time and Leave team to timekeepers on November 16, 2026.

Time and Leave and Payroll Processing Deadlines

For Pay Period Ending 11/21/26

- Nov. 20: Last day to enter payroll funding for the pay period Nov. 8-21.
- Nov. 23:
    - Employees should review and approve their timecard and submit any necessary time off requests by the end of their final scheduled shift of the pay period, but **no later than 9:00 a.m.**
    - Supervisors must approve timecards and time off requests **no later than 10:00 a.m.**
    - Timekeepers and HR Liaisons must finalize timecards for their departments/units **by 1:00 p.m.**

For Pay Period Ending 12/19/26

The Payroll office will be closed during the holiday break and will observe the following deadlines.

- Dec. 18: Last day to enter payroll funding for the pay period Dec. 6-19.
- Dec. 21:
    - Employees should review and approve their timecard and submit any necessary time off requests by the end of their final scheduled shift before the holiday break, **but no later than 9:00 a.m.**
    - Supervisors must approve timecards and time off requests **no later than 10:00 a.m.**
    - Timekeepers and HR Liaisons must finalize timecards for their departments/units **by 1:00 p.m.**

For Pay Period Ending 01/02/27

The University will return to regular time and leave and payroll timelines for the pay period Dec. 20-Jan. 2.

- Jan. 4:
    - Employees should review and approve their timecard and submit any necessary time off requests by the end of their final scheduled shift of the pay period, but not later than 10:00 a.m.
    - Supervisors must approve timecards and time off requests no later than 1:00 p.m.
    - Timekeepers and HR Liaisons must finalize timecards for their departments/units by 4:00 p.m.

Compensation

- All position description review requests for recruitment need to be submitted to Compensation and Organizational Effectiveness (COE) by Monday, December 14 to ensure requests are processed before the holiday break. Requests submitted after this date will continue to be processed on a first-come, first-served basis but cannot be guaranteed to be approved prior to the holiday break.
- Reclassifications and base salary increase requests are not being processed through the end of the 2026 calendar year. Exceptions for urgent business needs such as a retention request must follow the established exception request process.

Talent Acquisition

Please be cautious of offering new hire start dates for 1/3/27 as the weeks prior to this date are in the reduced activity period. Talent Acquisition team members will be unavailable during the reduced activity period. Please submit all requisitions, recommendations to hire and offers to Talent Acquisition in PageUp by Friday, December 11th to ensure requests are processed by December 23rd.