

2026

SALARY Timesheet/Pay Periods and Pay Dates

Full-time Semi-monthly

Classified & Administrative Faculty		Teaching Faculty		Pay Date	Paperwork/Change Deadline	Employee Time Entry Due 5:00 P.M.	Manager Time Approval Due 10:00 A.M.
Pay Period Begin Date	Pay Period End Date	Pay Period Begin Date	Pay Period End Date				
December 25	January 9	January 1	January 15	January 16	December 15	1/9/26	1/12/26
January 10	January 24	January 16	January 31	January 30	January 9	1/24/26	1/26/26
January 25	February 9	February 1	February 15	February 13	January 23	2/9/26	2/10/26
February 10	February 24	February 16	February 28	February 27	February 6	2/24/26	2/25/26
February 25	March 9	March 1	March 15	March 16	February 23	3/9/26	3/10/26
March 10	March 24	March 16	March 31	March 31	March 10	3/24/26	3/25/26
March 25	April 9	April 1	April 15	April 16	March 26	4/9/26	4/10/26
April 10	April 24	April 16	April 30	May 1	April 10	4/24/26	4/27/26
April 25	May 9	May 1	May 15	May 15	April 24	5/9/26	5/11/26
May 10	May 24	May 16	May 31	June 1	May 8	5/24/26	5/26/26
May 25	June 9	June 1	June 15	June 16	May 26	6/9/26	6/10/26
June 10	June 24	June 16	June 30	July 1	June 10	6/24/26	6/25/26
June 25	July 9	July 1	July 15	July 16	June 25	7/9/26	7/10/26
July 10	July 24	July 16	July 31	July 31	July 9	7/24/26	7/27/26
July 25	August 9	August 1	August 15	August 14	July 24	8/9/26	8/10/26
August 10	August 24	August 16	August 31	September 1	August 11	8/24/26	8/25/26
August 25	September 9	September 1	September 15	September 16	August 26	9/9/26	9/10/26
September 10	September 24	September 16	September 30	September 30	September 9	9/24/26	9/25/26
September 25	October 9	October 1	October 15	October 16	September 24	10/9/26	10/12/26
October 10	October 24	October 16	October 31	October 30	October 9	10/24/26	10/26/26
October 25	November 9	November 1	November 15	November 16	October 23	11/9/26	11/10/26
November 10	November 24	November 16	November 30	December 1	November 6	11/24/26*	11/24/26*
November 25	December 9	December 1	December 15	December 16	November 20	12/9/26	12/10/26
December 10	December 24	December 16	December 31	December 31	December 10	12/22/26 *	12/22/26 *

Classified non-exempt employees submit timesheets and leave requests. Classified exempt, Administrative Faculty, and Teaching Faculty only submit leave requests.

Employees should enter all hours (including leave requests) by 5:00 P.M. on the last day of the pay period.

Managers should approve all hours (including leave requests) by 10:00 A.M. on the next business day following the last day of the pay period.

*When leave is taken or holidays occur at the end of a pay period, all hours/leave requests should be entered no later than the last day worked

Any paperwork/changes effective on the associated pay period but received after the paperwork/change deadline will not be processed until the next payroll.

All dates are subject to revision