

**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