

2026

Wage, Work Study, & Adjunct Timesheet/Pay Periods and Pay Dates

Part-time Bi-weekly

				Wage Timesheet Deadlines	
Pay Period Begin Date	Pay Period End Date	Pay Date	Paperwork/Change Deadline	Employee Time Entry Due by 5:00 P.M.	Manager Time Approval Due by 10:00 A.M.
December 12	December 25	January 9	December 15	12/19/25*	12/19/25*
December 26	January 8	January 23	January 5	1/8/26	1/9/26
January 9	January 22	February 6	January 16	1/22/26	1/23/26
January 23	February 5	February 20	February 2	2/5/26	2/6/26
February 6	February 19	March 6	February 16	2/19/26	2/20/26
February 20	March 5	March 20	March 2	3/5/26	3/6/26
March 6	March 19	April 3	March 16	3/19/26	3/20/26
March 20	April 2	April 17	March 30	4/2/26	4/3/26
April 3	April 16	May 1	April 13	4/16/26	4/17/26
April 17	April 30	May 15	April 27	4/30/26	5/1/26
May 1	May 14	May 29	May 11	5/14/26	5/15/26
May 15	May 28	June 12	May 22	5/28/26	5/29/26
May 29	June 11	June 26	June 8	6/11/26	6/12/26
June 12	June 25	July 10	June 22	6/25/26	6/26/26
June 26	July 9	July 24	July 6	7/9/26	7/10/26
July 10	July 23	August 7	July 20	7/23/26	7/24/26
July 24	August 6	August 21	August 3	8/6/26	8/7/26
August 7	August 20	September 4	August 17	8/20/26	8/21/26
August 21	September 3	September 18	August 31	9/3/26	9/4/26
September 4	September 17	October 2	September 14	9/17/26	9/18/26
September 18	October 1	October 16	September 28	10/1/26	10/2/26
October 2	October 15	October 30	October 12	10/15/26	10/16/26
October 16	October 29	November 13	October 26	10/29/26	10/30/26
October 30	November 12	November 27	November 9	11/12/26	11/13/26
November 13	November 26	December 11	November 16	11/24/26*	11/24/26*
November 27	December 10	December 24	December 7	12/10/26	12/11/26

Wage/ Work study

Employees should enter all hours by 5:00 P.M. on the last day of the pay period.

*When time off is taken, an employee is not scheduled to work, or holidays occur at the end of a pay period, all hours should be entered no later than the last day worked

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

Payment will be delayed on any hours reported and/or approved after the deadlines.

Adjunct

Adjunct contracts are split evenly over the applicable pay periods based on the start and end dates of the contract. Also, the date a completed contract is received in the payroll office will affect the date payments can start.

All Part-time

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

All dates are subject to revision