



**2026 Payroll Calendar  
Full-Time Staff Paid Biweekly**

**Employees:** Submit your completed recap for approval by **Noon** on the "Employee and Approver Deadline Date". If you failed to submit your recap by the deadline date, complete the paper timesheet and submit to your approver as soon as possible.

**Approvers:** Approve recaps by **6:00pm** on the "Employee and Approver Deadline Date". Contact the Payroll Office if you failed to approve recaps by the deadline date.

**PLEASE NOTE: Recaps not submitted and approved by the deadline may result in delay of pay.**

Pay #	Pay Period	Pay Date	Employee and Approver Deadline	Notes
<b>1**</b>	12/15/25 to 12/28/25	<b>01/09/26</b>	<b>12/08/25</b>	
<b>2</b>	12/29/25 to 01/11/26	<b>01/23/26</b>	<b>01/13/26</b>	
<b>3</b>	01/12/26 to 01/25/26	<b>02/06/26</b>	<b>01/27/26</b>	<i>MLK Day - Jan 20; Spr Term - Jan 21</i>
<b>4</b>	01/26/26 to 02/08/26	<b>02/20/26</b>	<b>02/10/26</b>	
<b>5</b>	02/09/26 to 02/22/26	<b>03/06/26</b>	<b>02/24/26</b>	
<b>6</b>	02/23/26 to 03/08/26	<b>03/20/26</b>	<b>03/10/26</b>	
<b>7</b>	03/09/26 to 03/22/26	<b>04/03/26</b>	<b>03/24/26</b>	<i>Spring Break - Mar 16-20</i>
<b>8</b>	03/23/26 to 04/05/26	<b>04/17/26</b>	<b>04/07/26</b>	
<b>9</b>	04/06/26 to 04/19/26	<b>05/01/26</b>	<b>04/21/26</b>	
<b>10</b>	04/20/26 to 05/03/26	<b>05/15/26</b>	<b>05/05/26</b>	
<b>11</b>	05/04/26 to 05/17/26	<b>05/29/26</b>	<b>05/19/26</b>	<i>Summer Term - May 11</i>
<b>12</b>	05/18/26 to 05/31/26	<b>06/12/26</b>	<b>06/02/26</b>	<i>Memorial Day - May 25</i>
<b>13</b>	06/01/26 to 06/14/26	<b>06/26/26</b>	<b>06/16/26</b>	
<b>14</b>	06/15/26 to 06/28/26	<b>07/10/26</b>	<b>06/30/26</b>	<i>Juneteenth-June 19</i>
<b>15</b>	06/29/26 to 07/12/26	<b>07/24/26</b>	<b>07/14/26</b>	<i>Independence Day (Observed) - July 3</i>
<b>16</b>	07/13/26 to 07/26/26	<b>08/07/26</b>	<b>07/28/26</b>	
<b>17</b>	07/27/26 to 08/09/26	<b>08/21/26</b>	<b>08/11/26</b>	
<b>18</b>	08/10/26 to 08/23/26	<b>09/04/26</b>	<b>08/25/26</b>	
<b>19**</b>	08/24/26 to 09/06/26	<b>09/18/26</b>	<b>09/08/26</b>	<i>Fall Term - Aug 24</i>
<b>20</b>	09/07/26 to 09/20/26	<b>10/02/26</b>	<b>09/22/26</b>	<i>Labor Day - Sep 7</i>
<b>21**</b>	09/21/26 to 10/04/26	<b>10/16/26</b>	<b>10/02/26</b>	
<b>22</b>	10/05/26 to 10/18/26	<b>10/30/26</b>	<b>10/20/26</b>	<i>Fall Break Oct 5-6</i>
<b>23</b>	10/19/26 to 11/01/26	<b>11/13/26</b>	<b>11/03/26</b>	
<b>24**</b>	11/02/26 to 11/15/26	<b>11/27/26</b>	<b>11/12/26</b>	
<b>25**</b>	11/16/26 to 11/29/26	<b>12/11/26</b>	<b>11/19/26</b>	<i>Thanksgiving - Nov 25-27</i>
<b>26**</b>	11/30/26 to 12/13/26	<b>12/23/26</b>	<b>12/02/26</b>	
<b>1**</b>	12/14/26 to 12/27/26	<b>01/08/27</b>	<b>12/07/26</b>	<i>Winter Term - Dec 14; Christmas - Dec 25</i>

**\*\*Indicates moved deadline due to the holiday**