



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

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

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

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

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

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

Please refer to the "Instructions for Web Time Entry" document on the Payroll website for instructions on how to complete your timesheet.