2027 *TENTATIVE* Payroll Calendar
Student Employees

Students: 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.

Blackout Day: These days are scheduled for the Payroll Office and Student Employment to make necessary changes to the system. During these days, timesheets will not be available for reporting, but reporting will open for the next pay period the following day.

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	Blackout Day	Notes
1**	12/14/26 to 12/27/26	01/08/27	12/07/26	12/08/26	
2	12/28/26 to 01/10/27	01/22/27	01/11/27	01/13/26	
3	01/11/27 to 01/24/27	02/05/27	01/25/27	01/27/26	*MLK Day - Jan 18;*
4	01/25/27 to 02/07/27	02/19/27	02/08/27	02/10/26	
5	02/08/27 to 02/21/27	03/05/27	02/22/27	02/24/26	
6	02/22/27 to 03/07/27	03/19/27	03/08/27	03/10/26	
7	03/08/27 to 03/21/27	04/02/27	03/22/27	03/24/26	*Spring Break - Mar 15-19*
8	03/22/27 to 04/04/27	04/16/27	04/05/27	04/07/26	
9	04/05/27 to 04/18/27	04/30/27	04/19/27	04/21/26	
10	04/19/27 to 05/02/27	05/14/27	05/03/27	05/05/26	
11	05/03/27 to 05/16/27	05/28/27	05/17/27	05/19/26	

****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.