



2026

Bi-Weekly Payroll Calendar & Web Time Entry Due Dates
for Hourly Student, Temporary, and Work Study Employees

Important: **Employees** must enter time worked no later than the "Employee Entry Deadline Date and Time" **and Supervisors must approve** time worked no later than the "Approver Deadline Date and Time" to avoid delays in receiving pay.

Pay #	Pay Period Start Date (Monday)	Pay Period End Date (Sunday)	Employee Entry Deadline Date (Monday)	Employee Entry Deadline Time	Approver Deadline Date (Monday)	Approver Deadline Time	Pay Date
1	12/15/2025	12/28/2025	12/29/2025	12:00 PM	12/29/2025	5:00 PM	1/9/2026
2	12/29/2025	1/11/2026	1/12/2026	12:00 PM	1/12/2026	5:00 PM	1/23/2026
3	1/12/2026	1/25/2026	1/26/2026	12:00 PM	1/26/2026	5:00 PM	2/6/2026
4	1/26/2026	2/8/2026	2/9/2026	12:00 PM	2/9/2026	5:00 PM	2/20/2026
5	2/9/2026	2/22/2026	2/23/2026	12:00 PM	2/23/2026	5:00 PM	3/6/2026
6	2/23/2026	3/8/2026	3/9/2026	12:00 PM	3/9/2026	5:00 PM	3/20/2026
7	3/9/2026	3/22/2026	3/23/2026	12:00 PM	3/23/2026	5:00 PM	4/2/2026*
8	3/23/2026	4/5/2026	4/6/2026	12:00 PM	4/6/2026	5:00 PM	4/17/2026
9	4/6/2026	4/19/2026	4/20/2026	12:00 PM	4/20/2026	5:00 PM	5/1/2026
10	4/20/2026	5/3/2026	5/4/2026	12:00 PM	5/4/2026	5:00 PM	5/15/2026
11	5/4/2026	5/17/2026	5/18/2026	12:00 PM	5/18/2026	5:00 PM	5/29/2026
12	5/18/2026	5/31/2026	6/1/2026	12:00 PM	6/1/2026	5:00 PM	6/12/2026
13	6/1/2026	6/14/2026	6/15/2026	12:00 PM	6/15/2026	5:00 PM	6/26/2026
14	6/15/2026	6/28/2026	6/29/2026	12:00 PM	6/29/2026	5:00 PM	7/10/2026
15	6/29/2026	7/12/2026	7/13/2026	12:00 PM	7/13/2026	5:00 PM	7/24/2026
16	7/13/2026	7/26/2026	7/27/2026	12:00 PM	7/27/2026	5:00 PM	8/7/2026
17	7/27/2026	8/9/2026	8/10/2026	12:00 PM	8/10/2026	5:00 PM	8/21/2026
18	8/10/2026	8/23/2026	8/24/2026	12:00 PM	8/24/2026	5:00 PM	9/4/2026
19	8/24/2026	9/6/2026	9/7/2026	12:00 PM	9/7/2026	5:00 PM	9/18/2026
20	9/7/2026	9/20/2026	9/21/2026	12:00 PM	9/21/2026	5:00 PM	10/2/2026
21	9/21/2026	10/4/2026	10/5/2026	12:00 PM	10/5/2026	5:00 PM	10/16/2026
22	10/5/2026	10/18/2026	10/19/2026	12:00 PM	10/19/2026	5:00 PM	10/30/2026
23	10/19/2026	11/1/2026	11/2/2026	12:00 PM	11/2/2026	5:00 PM	11/13/2026
24	11/2/2026	11/15/2026	11/16/2026	12:00 PM	11/16/2026	5:00 PM	11/25/2026*
25	11/16/2026	11/29/2026	11/30/2026	12:00 PM	11/30/2026	5:00 PM	12/11/2026
26	11/30/2026	12/13/2026	12/14/2026	12:00 PM	12/14/2026	5:00 PM	12/23/2026*

*Campus Closed: Submit and Approve Timesheet before leaving campus for Christmas Holiday.