

Payroll Schedule 2025 - 2026

Payday is semi-monthly on the 15th and the last working day of the month. **TIME AND ABSENCES ARE DUE WEEKLY AT NOON FOR THE PREVIOUS WEEK FOR ALL EMPLOYEES. TIMESHEETS NOT SUBMITTED BY THE DUE DATE, WILL NOT BE PROCESSED/PAID AS SCHEDULED.**

Timesheets		Supervisor Approval	Pay Dates		Part-Time Employees Max Hours Each Month
Beginning	Ending	Due by Noon on			
Aug 09	Aug 15	Aug 18	Monday	Sep 15	<u>August 2025</u> 83 hours
Aug 16	Aug 22	Aug 25			
Aug 23	Aug 29	Sep 02			<u>September 2025</u> 83 hours
Aug 30	Sep 05	Sep 08	Tuesday	Sep 30	
Sep 06	Sep 12	Sep 15			
Sep 13	Sep 19	Sep 22	Wednesday	Oct 15	
Sep 20	Sep 26	Sep 29			
Sep 27	Oct 03	Oct 06	Friday	Oct 31	<u>October 2025</u> 87 hours
Oct 04	Oct 10	Oct 13			
Oct 11	Oct 17	Oct 20	Friday	Nov 14	
Oct 18	Oct 24	Oct 27			
Oct 25	Oct 31	Nov 03	Tuesday	Nov 25	<u>November 2025</u> 71 hours
Nov 01	Nov 07	Nov 10			
Nov 08	Nov 14	Nov 17	Monday	Dec 15	
Nov 15	Nov 21	Nov 24			
Nov 22	Nov 28	Dec 01	Friday	Dec 19	<u>December 2025</u> 83 hours
Nov 29	Dec 05	Dec 08			
Dec 06	Dec 12	Dec 15	Thursday	Jan 15	
Dec 13	Dec 19	Jan 05			
Dec 20	Dec 26	Jan 05	Friday	Jan 30	<u>January 2026</u> 79 hours
Dec 27	Jan 02	Jan 05			
Jan 03	Jan 09	Jan 12	Friday	Feb 13	
Jan 10	Jan 16	Jan 20			
Jan 17	Jan 23	Jan 26	Friday	Feb 27	<u>February 2026</u> 75 hours
Jan 24	Jan 30	Feb 02			
Jan 31	Feb 06	Feb 09	Friday	Mar 06	
Feb 07	Feb 13	Feb 16			
Feb 14	Feb 20	Feb 23	Tuesday	Mar 31	<u>March 2026</u> 87 hours
Feb 21	Feb 27	Mar 02			
Feb 28	Mar 06	Mar 16	Wednesday	Apr 15	
Mar 07	Mar 13	Mar 16			
Mar 14	Mar 20	Mar 23	Thursday	April 30	<u>April 2026</u> 87 hours
Mar 21	Mar 27	Mar 30			
Mar 28	Apr 03	Apr 06	Friday	May 15	
Apr 04	Apr 10	Apr 13			
Apr 11	Apr 17	Apr 20	Friday	May 29	<u>May 2026</u> 79 hours
Apr 18	Apr 24	Apr 27			
Apr 25	May 01	May 04	Monday	Jun 15	
May 02	May 08	May 11			
May 09	May 15	May 18	Tuesday	Jun 30	<u>June 2026</u> 83 hours
May 16	May 22	May 26			
May 23	May 29	Jun 01	Wednesday	Jul 15	
May 30	Jun 05	Jun 08			
Jun 06	Jun 12	Jun 15	Friday	Jul 31	<u>July 2026</u> 87 hours
Jun 13	Jun 19	Jun 22			
Jun 20	Jun 26	Jun 29	Friday	Aug 14	
Jun 27	Jul 03	Jul 06			
Jul 04	Jul 10	Jul 13	Monday	Aug 31	<u>August 2026</u> 83 hours
Jul 11	Jul 17	Jul 20			
Jul 18	Jul 24	Jul 27	Tuesday	Sep 15	
Jul 25	Jul 31	Aug 03			
Aug 01	Aug 07	Aug 10	Wednesday	Sep 30	<u>September 2026</u> 83 hours
Aug 08	Aug 14	Aug 17			
Aug 15	Aug 21	Aug 24			
Aug 22	Aug 28	Aug 31			
Aug 29	Sep 04	Sep 08			
Sep 05	Sep 11	Sep 14			

ADJUNCT & OVERLOAD PAY is paid over 7 pay periods for 16 week Fall and Spring Semesters.

Fall Semester: Sept 30, Oct 15, Oct 31, Nov 14, Nov 25, Dec 15 and Dec 19

Spring Semester: Feb 13, Feb 27, Mar 6, Mar 31, Apr 15, Apr 30, May 15

Summer Semester: Jun 15, Jun 30, Jul 15, Jul 31, Aug 14, Aug 31

**** Late start classes are paid after classes start ****