

## 2025 – 2026 Payroll Schedule

These dates are subject to change with the state holiday schedule, unexpected campus closings, etc.

Please submit pay action forms, termination forms and changes as early as possible to allow time for processing. Pay action forms and changes received after the payroll has been processed, will be processed on the following payroll.

	PAYROLL	DUE TO HR BY NOON ON:	PAY PERIOD	PAY DATE
July 2025	<b>Payroll Changes</b> <i>Pay Action, Term, W4, Direct Deposit, 403b/457, etc.</i>	7/1/2025	Documents received after payroll is processed, will process the following month.	NA
	<b>Monthly Timesheets/Leave of Absence</b>	8/1/2025	7/1 – 7/31	7/31/2025
	<b>Student Timesheets</b>	8/1/2025	6/28 – 7/31 (Max hours: 196)	8/12/2025
	<b>Hourly Timesheets</b>	7/16/2025	6/14 – 7/15 (22 days in pay period)	7/25/2025
August 2025	<b>Payroll Changes</b> <i>Pay Action, Term, W4, Direct Deposit, 403b/457, etc.</i>	8/1/2025	Documents received after payroll is processed, will process the following month.	NA
	<b>Monthly Timesheets/Leave of Absence</b>	9/2/2025	8/1 – 8/31	8/29/2025
	<b>Student Timesheets</b>	8/29/2025	8/1 – 8/28 (Max hours: 128)	9/12/2025
	<b>Hourly Timesheets</b>	8/18/2025	7/16 – 8/15 (23 days in pay period)	8/27/2025
September 2025	<b>Payroll Changes</b> <i>Pay Action, Term, W4, Direct Deposit, 403b/457, etc.</i>	9/2/2025	Documents received after payroll is processed, will process the following month.	NA
	<b>Monthly Timesheets/Leave of Absence</b>	10/1/2025	9/1 – 9/30	9/30/2025
	<b>Student Timesheets</b>	9/30/2025	8/29 – 9/29 (Max hours: 92)	10/10/2025
	<b>Hourly Timesheets</b>	9/16/2025	8/16 – 9/15 (21 days in pay period)	9/26/2025
October 2025	<b>Payroll Changes</b> <i>Pay Action, Term, W4, Direct Deposit, 403b/457, etc.</i>	10/1/2025	Documents received after payroll is processed, will process the following month.	NA
	<b>Monthly Timesheets/Leave of Absence</b>	11/3/2025	10/1 - 10/31	10/31/2025
	<b>Student Timesheets</b>	10/31/2025	09/30 – 10/30 (Max hours: 96)	11/12/2025
	<b>Hourly Timesheets</b>	10/14/2025	9/16 – 10/13 (20 days in pay period)	10/27/2025
November 2025	<b>Payroll Changes</b> <i>Pay Action, Term, W4, Direct Deposit, 403b/457, etc.</i>	11/03/2025	Documents received after payroll is processed, will process the following month.	NA
	<b>Monthly Timesheets/Leave of Absence</b>	12/1/2025	11/1 – 11/30	11/25/2025
	<b>Student Timesheets</b>	12/1/2025	10/31 – 11/28 (Max hours: 88)	12/12/2025
	<b>Hourly Timesheets</b>	11/11/2025	10/14 – 11/10 (20 days in pay period)	11/25/2025
December 2025	<b>Payroll Changes</b> <i>Pay Action, Term, W4, Direct Deposit, 403b/457, etc.</i>	12/1/2025	Documents received after payroll is processed, will process the following month.	NA
	<b>Monthly Timesheets/Leave of Absence</b>	1/2/2026	12/1 - 12/31	12/23/2025
	<b>Student Timesheets</b>	12/12/2025	11/29 – 12/11 (Max hours: 40)	1/12/2026
	<b>Hourly Timesheets</b>	12/8/2025	11/11 – 12/5 (19 days in pay period)	12/23/2025

PAYROLL		DUE TO HR BY NOON ON:	PAY PERIOD	PAY DATE
January 2026	<b>Payroll Changes</b> <i>Pay Action, Term, W4, Direct Deposit, 403b/457, etc.</i>	1/02/2026	Documents received after payroll is processed, will process the following month.	NA
	<b>Monthly Timesheets/Leave of Absence</b>	2/2/2026	1/1 - 1/31	1/30/2026
	<b>Student Timesheets</b>	2/2/2026	12/12 – 1/30 (Max hours: 228)	2/12/2026
	<b>Hourly Timesheets</b>	1/16/2026	12/6 – 1/15 (29 days in pay period)	1/27/2026
February 2026	<b>Payroll Changes</b> <i>Pay Action, Term, W4, Direct Deposit, 403b/457, etc.</i>	2/2/2026	Documents received after payroll is processed, will process the following month.	NA
	<b>Monthly Timesheets/Leave of Absence</b>	3/2/2026	2/1 – 2/28	2/27/2026
	<b>Student Timesheets</b>	3/2/2026	1/31 – 2/27 (Max hours: 84)	3/12/2026
	<b>Hourly Timesheets</b>	2/16/2026	1/16 – 2/13 (21 days in pay period)	2/27/2026
March 2026	<b>Payroll Changes</b> <i>Pay Action, Term, W4, Direct Deposit, 403b/457, etc.</i>	3/2/2026	Documents received after payroll is processed, will process the following month.	NA
	<b>Monthly Timesheets/Leave of Absence</b>	4/1/2026	3/1 – 3/31	3/31/2026
	<b>Student Timesheets</b>	4/1/2026	2/28 – 3/31 (Max hours: 92)	4/10/2026
	<b>Hourly Timesheets</b>	3/12/2026	2/14 – 3/11 (18 days in pay period)	3/27/2026
April 2026	<b>Payroll Changes</b> <i>Pay Action, Term, W4, Direct Deposit, 403b/457, etc.</i>	4/1/2026	Documents received after payroll is processed, will process the following month.	NA
	<b>Monthly Timesheets/Leave of Absence</b>	5/1/2026	4/1 - 4/30	4/30/2026
	<b>Student Timesheets</b>	5/1/2026	4/1 – 4/30 (Max hours: 92)	5/12/2026
	<b>Hourly Timesheets</b>	4/15/2026	3/12 – 4/14 (24 days in pay period)	4/27/2026
May 2026	<b>Payroll Changes</b> <i>Pay Action, Term, W4, Direct Deposit, 403b/457, etc.</i>	5/1/2026	Documents received after payroll is processed, will process the following month.	NA
	<b>Monthly Timesheets/Leave of Absence</b>	6/1/2026	5/1 – 5/31	5/29/2026
	<b>Student Timesheets</b>	6/1/2026	5/1 – 5/29 (Max hours: 148)	6/12/2026
	<b>Hourly Timesheets</b>	5/18/2026	4/15 – 5/15 (23 days in pay period)	5/27/2026
June 2026	<b>Payroll Changes</b> <i>Pay Action, Term, W4, Direct Deposit, 403b/457, etc.</i>	6/1/2026	Documents received after payroll is processed, will process the following month.	NA
	<b>Monthly Timesheets/Leave of Absence</b>	7/1/2026	6/1 – 6/30	6/30/2026
	<b>Student Timesheets</b>	6/30/2026	5/30 – 6/29 (Max hours: 172)	7/10/2026
	<b>Hourly Timesheets</b>	6/16/2026	5/16 – 6/15 (21 days in pay period)	6/26/2026
July 2026	<b>Payroll Changes</b> <i>Pay Action, Term, W4, Direct Deposit, 403b/457, etc.</i>	7/1/2026	Documents received after payroll is processed, will process the following month.	NA
	<b>Monthly Timesheets/Leave of Absence</b>	8/3/2026	7/1 – 7/31	7/31/2026
	<b>Student Timesheets</b>	8/3/2026	6/30 – 7/31 (Max hours: 196)	8/12/2026
	<b>Hourly Timesheets</b>	7/16/2026	6/16 – 7/15 (22 days in pay period)	7/27/2026