

PAY PERIOD AND DEADLINE TIMELINES 2025 - 2026

Hourly Employees 13th 12th

For Student, Classified Temporary, and Unclassified Hourly Employees

Hours Reporting Dates to Remember

Pay Period (WTE Reporting Dates)	EMPLOYEE Submission Closes at 11:59 PM	APPROVER Submission Closes at 11:59 PM	Payday
Jun 13 - Jul 12, 2025	Jul 14	Jul 18	7/31/25
Jul 13- Aug 12, 2025	Aug 13	Aug 19	8/30/25
Aug 13 - Sep 12, 2025	Sep 15	Sep 19	9/30/25
Sep 13 - Oct 12, 2025	Oct 13	Oct 17	10/31/25
Oct 13- Nov12, 2025	Nov 13	Nov 19	11/29/25
Nov 13- Dec 12, 2025	Dec 15	Dec 19	12/31/25
Dec 13 - Jan 12, 2026	Jan 13	Jan 19	1/31/26
Jan 13 - Feb 12, 2026	Feb 13	Feb 19	2/28/26
Feb 13- Mar 12, 2026	Mar 13	Mar 19	3/31/26
Mar 13 - Apr 12, 2026	Apr 13	Apr 17	4/30/26
Apr 13- May 12, 2026	May 13	May 19	5/30/26
May 13- June 12, 2026	Jun 15	Jun 19	6/30/26
End of Academic/Fiscal Year, New Appointment Forms Required for STUDENT EMPLOYEES After June 12			

Monthly Employees

For Classified Monthly Employees Only

Hours Reporting Dates to Remember

Pay Period (WTE Reporting Dates)	EMPLOYEE Submission Closes at 11:59 PM	APPROVER Submission Closes at 11:59 PM	Payday
Jun 1 - Jun 30, 2025	Jul 3	Jul 9	7/31/25
Jul 1 - Jul 31, 2025	Aug 5	Aug 11	8/30/25
Aug 1 - Aug 31, 2025	Sep 3	Sep 9	9/30/25
Sep 1 - Sep 30, 2025	Oct 3	Oct 9	10/31/25
Oct 1 - Oct 31, 2025	Nov 5	Nov 11	11/29/25
Nov 1 - Nov 30, 2025	Dec 3	Dec 9	12/31/25
Dec 1 - Dec 31, 2025	Jan 5	Jan 9	1/31/26
Jan 1 - Jan 31, 2026	Feb 4	Feb 10	2/28/26
Feb 1 - Feb 28, 2026	Mar 4	Mar 10	3/31/26
Mar 1 - Mar 31, 2026	Apr 3	Apr 9	4/30/26
Apr 1 - Apr 30, 2026	May 5	May 11	5/30/26
May 1 - May 31, 2026	Jun 3	Jun 9	6/30/26

Hourly Employees 16th 15th

Classified Hourly Employees

Hours Reporting Dates to Remember

Pay Period (WTE Reporting Dates)	EMPLOYEE Submission Closes at 11:59 PM	APPROVER Submission Closes at 11:59 PM	Payday
Jun 16 - Jul 15, 2025	Jul 16	Jul 22	7/31/25
Jul 16- Aug 15, 2025	Aug 18	Aug 22	8/30/25
Aug 16 - Sep 15, 2025	Sep 16	Sep 22	9/30/25
Sep 16 - Oct 15, 2025	Oct 16	Oct 22	10/31/25
Oct 16- Nov 15, 2025	Nov 17	Nov 21	11/29/25
Nov 16- Dec 15, 2025	Dec 16	Dec 22	12/31/25
Dec 16 - Jan 15, 2026	Jan 16	Jan 22	1/31/26
Jan 16 - Feb 15, 2026	Feb 16	Feb 20	2/28/26
Feb 16- Mar 15, 2026	Mar 16	Mar 20	3/31/26
Mar 16 - Apr 15, 2026	Apr 16	Apr 22	4/30/26
Apr 16- May 15, 2026	May 18	May 22	5/30/26
May 16- Jun 15, 2026	Jun 16	Jun 22	6/30/26
End of Academic/Fiscal Year, New Appointment Forms Required for STUDENT EMPLOYEES After June 12			