

PAY PERIOD AND TIMESHEET DUE DATE INFORMATION 2025-2026

Hourly Employees 13th 12th - Student Workers and Unclassified Hourly Employees

Pay date is the last business day of the month for the pay period outlined below. For example, the pay period of 6/13 - 7/12 will be paid on 7/31.

Pay Period (WorkDay Timesheet Reporting Dates)	EMPLOYEE Timesheet Due Date	APPROVER Timesheet Due Date	Pay Date
Jun 13 - Jul 12, 2026	Jul 13	Jul 17	7/31/2026
Jul 13- Aug 12, 2026	Aug 13	Aug 19	8/31/2026
Aug 13 - Sep 12, 2026	Sep 14	Sep 18	9/30/2026
Sep 13 - Oct 12, 2026	Oct 13	Oct 19	10/30/2026
Oct 13- Nov12, 2026	Nov 13	Nov 19	11/30/2026
Nov 13- Dec 12, 2026	Dec 14	Dec 18	12/31/2026
Dec 13 - Jan 12, 2027	Jan 13	Jan 19	1/29/2027
Jan 13 - Feb 12, 2027	Feb 15	Feb 19	2/26/2027
Feb 13- Mar 12, 2027	Mar 15	Mar 19	3/31/2027
Mar 13 - Apr 12, 2027	Apr 13	Apr 19	4/30/2027
Apr 13- May 12, 2027	May 13	May 19	5/31/2027
May 13- June 12, 2027	Jun 14	Jun 18	6/30/2027
End of Academic/Fiscal Year, New Appointment Forms Required for STUDENT EMPLOYEES After June 12. Timesheet approval and pay dates may vary for separating employees final pay.			

Monthly Employees - Classified Monthly Employees

Pay date is the last business day of the month. Monthly salary is paid in the current month. The previous month's timesheet will be reviewed for pay adjustments (such as leave, overtime, or shift differential) and included with the current month salary. For example, the pay check in July will be paid on 7/31 and include July's salary and any adjustments from the June timesheet.

Pay Period for Monthly Salary	Timesheet Reporting Dates for Adjustment	EMPLOYEE Timesheet Due Date	APPROVER Timesheet Due Date	Pay Date
Jul 1 - Jul 31, 2026	Jun 1 - Jun 30, 2026	Jul 3	Jul 8	7/31/2026
Aug 1 - Aug 31, 2026	Jul 1 - Jul 31, 2026	Aug 5	Aug 7	8/31/2026
Sep 1 - Sep 30, 2026	Aug 1 - Aug 31, 2026	Sep 3	Sep 8	9/30/2026
Oct 1 - Oct 31, 2026	Sep 1 - Sep 30, 2026	Oct 5	Oct 7	10/30/2026
Nov 1 - Nov 30, 2026	Oct 1 - Oct 31, 2026	Nov 4	Nov 6	11/30/2026
Dec 1 - Dec 31, 2026	Nov 1 - Nov 30, 2026	Dec 3	Dec 7	12/31/2026
Jan 1 - Jan 31, 2027	Dec 1 - Dec 31, 2026	Jan 5	Jan 7	1/29/2027
Feb 1 - Feb 28, 2027	Jan 1 - Jan 31, 2027	Feb 3	Feb 5	2/26/2027
Mar 1 - Mar 31, 2027	Feb 1 - Feb 28, 2027	Mar 3	Mar 5	3/31/2027
Apr 1 - Apr 30, 2027	Mar 1 - Mar 31, 2027	Apr 5	Apr 7	4/30/2027
May 1 - May 31, 2027	Apr 1 - Apr 30, 2027	May 5	May 7	5/31/2027
Jun 1 - Jun 30, 2026	May 1 - May 31, 2027	Jun 3	Jun 7	6/30/2027
Timesheet is not required for Unclassified and Faculty. Pay Date is last business day of the month for the current month. Timesheet approval and pay dates may vary for separating employees final pay.				

Hourly Employees 16th 15th - Classified Hourly and Classified Temporary Employees

Pay date is the last business day of the month for the pay period outlined below. For example, the pay period of 6/16/25 - 7/15/25 will be paid on 7/31/25.

Pay Period (WorkDay Timesheet Reporting Dates)	EMPLOYEE Timesheet Due Date	APPROVER Timesheet Due Date	Pay Date
Jun 16 - Jul 15, 2026	Jul 16	Jul 22	7/31/2026
Jul 16- Aug 15, 2026	Aug 17	Aug 21	8/31/2026
Aug 16 - Sep 15, 2026	Sep 16	Sep 22	9/30/2026
Sep 16 - Oct 15, 2026	Oct 16	Oct 22	10/30/2026
Oct 16- Nov 15, 2026	Nov 16	Nov 20	11/30/2026
Nov 16- Dec 15, 2026	Dec 16	Dec 22	12/31/2026
Dec 16 - Jan 15, 2027	Jan 18	Jan 22	1/29/2027
Jan 16 - Feb 15, 2027	Feb 16	Feb 22	2/26/2027
Feb 16- Mar 15, 2027	Mar 16	Mar 22	3/31/2027
Mar 16 - Apr 15, 2027	Apr 16	Apr 22	4/30/2027
Apr 16- May 15, 2027	May 17	May 21	5/31/2027
May 16- Jun 15, 2027	Jun 16	Jun 22	6/30/2027
Timesheet approval and pay dates may vary for separating employees final pay.			