

# PAYROLL SCHEDULE FOR 2025-2026

## Excluding Work-Study

(Work-study payroll schedule will be distributed by Financial Aid)

**Please note there will not be a payroll on September 15 nor on January 15th.**

Payroll Period <b>BEGINNING</b> Morning of:	Payroll Period <b>ENDING</b> Evening of:	Time Sheets Due in the Business Office by <b>Noon</b> :	Check to Be Ready on:
September 1	September 14	September 15	September 30
September 15	September 30	October 1	October 15
October 1	October 14	October 15	October 31
October 15	October 31	November 3	November 14
<b>November 1</b>	<b>November 14</b>	<b>November 17</b>	<b>November 21</b>
November 15	November 30	December 1	December 15
<b>December 1</b>	<b>December 14</b>	<b>December 15</b>	<b>December 18</b>
<b>December 15</b>	<b>December 31</b>	<b>December 15</b>	<b>December 18</b>
January 1	January 14	January 15	January 30
January 15	January 31	February 2	February 13
February 1	February 14	February 16	February 27
February 15	February 28	March 2	March 6
March 1	March 14	March 16	March 31
March 15	March 31	April 1	April 15
April 1	April 14	April 15	April 30
April 15	April 30	May 1	May 14
May 1	May 14	May 18	May 28
May 15	May 31	June 1	June 15
June 1	June 14	June 15	June 30
June 15	June 30	July 1	July 15
July 1	July 14	July 15	July 30
July 15	July 31	August 3	August 14
<b>August 1</b>	<b>August 14</b>	<b>August 17</b>	<b>August 31</b>
<b>August 15</b>	<b>August 31</b>	<b>August 25</b>	<b>August 31</b>

If, at any time, a change is necessary, you will be notified by the  
Payroll Accountant in the Business Office.

\* ALL time sheets **must** be in by cut off date  
**All time sheets must be complete or they will be returned to supervisor!**