

Each Department may set Internal Deadline to require time to be entered earlier than stated below so the Final Payroll Office Deadline is assured.

Payroll Deadlines and Time Frames						
P/R #	Pay Period		All Payroll Changes Due - 12 Noon on	Last Day for Employee to Submit Their Timesheet	Last Day for Supervisors to Approve Employee Timesheet	Paycheck Date
	Start	End				
1	12/28/2025	1/10/2026	1/9/2026	1/11/2026	1/12/2026	1/20/2026
2	1/11/2026	1/24/2026	1/23/2026	1/25/2026	1/26/2026	2/2/2026
3	1/25/2026	2/7/2026	2/6/2026	2/8/2026	2/9/2026	2/17/2026
4	2/8/2026	2/21/2026	2/20/2026	2/22/2026	2/23/2026	3/2/2026
5	2/22/2026	3/7/2026	3/6/2026	3/8/2026	3/9/2026	3/16/2026
6	3/8/2026	3/21/2026	3/20/2026	3/22/2026	3/23/2026	3/30/2026
7	3/22/2026	4/4/2026	4/3/2026	4/5/2026	4/6/2026	4/13/2026
8	4/5/2026	4/18/2026	4/17/2026	4/19/2026	4/20/2026	4/27/2026
9	4/19/2026	5/2/2026	5/1/2026	5/3/2026	5/4/2026	5/11/2026
10	5/3/2026	5/16/2026	5/15/2026	5/17/2026	5/18/2026	5/26/2026
11	5/17/2026	5/30/2026	5/29/2026	5/31/2026	6/1/2026	6/8/2026
12	5/31/2026	6/13/2026	6/12/2026	6/14/2026	6/15/2026	6/22/2026
13	6/14/2026	6/27/2026	6/26/2026	6/28/2026	6/29/2026	7/6/2026
14	6/28/2026	7/11/2026	7/10/2026	7/12/2026	7/13/2026	7/20/2026
15	7/12/2026	7/25/2026	7/24/2026	7/26/2026	7/27/2026	8/3/2026
16	7/26/2026	8/8/2026	8/7/2026	8/9/2026	8/10/2026	8/17/2026
17	8/9/2026	8/22/2026	8/21/2026	8/23/2026	8/24/2026	8/31/2026
18	8/23/2026	9/5/2026	9/4/2026	9/6/2026	9/7/2026	9/14/2026
19	9/6/2026	9/19/2026	9/18/2026	9/20/2026	9/21/2026	9/28/2026
20	9/20/2026	10/3/2026	10/2/2026	10/4/2026	10/5/2026	10/13/2026
21	10/4/2026	10/17/2026	10/16/2026	10/18/2026	10/19/2026	10/26/2026
22	10/18/2026	10/31/2026	10/30/2026	11/1/2026	11/2/2026	11/9/2026
23	11/1/2026	11/14/2026	11/13/2026	11/15/2026	11/16/2026	11/23/2026
24	11/15/2026	11/28/2026	11/27/2026	11/29/2026	11/30/2026	12/7/2026
25	11/29/2026	12/12/2026	12/11/2026	12/13/2026	12/14/2026	12/21/2026
26	12/13/2026	12/26/2026	12/25/2026	12/27/2026	12/30/2026	1/4/2027

Holiday on Monday Payday on Tuesday

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Third Check No Insurance Deductions or Time Accruals or Cell Phone/Car Allowances or Longevity Pay

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Please consult with your Department Head to determine if the Department cutoff date is sooner.

**Payroll Change cut offs dates are subject to change due to Holidays and circumstances beyond our control but only after*

If an Employee or the Approver is non compliant with the above final cutoff dates, DD must be suspended due to bank file deadlines. A paper check