

DEADLINES FOR SUBMITTING/APPROVING TIME RECORDS

Updated 6/3/2026

<u>Bi-Weekly - Hourly Staff/Temps/Students</u>					<u>Semi-Monthly - Salaried Staff / Faculty</u>				
Employee Submission		Approval Deadline	Paydate	No.	Employee Submission		Approval Deadline	Paydate	No.
Pay Periods	5 PM	4 PM			Pay Periods	5 PM	4 PM		
07/19/26 - 08/01/26	8/3/2026	8/4/2026	8/13/2026	16	07/16/26 - 07/31/26	7/21/2026	7/22/2026	7/31/2026	14
08/02/26 - 08/15/26	8/17/2026	8/18/2026	8/27/2026	17	08/01/26 - 08/15/26	8/4/2026	8/5/2026	8/14/2026	15
08/16/26 - 08/29/26	8/31/2026	9/1/2026	9/10/2026	18	08/16/26 - 08/31/26	8/19/2026	8/20/2026	8/31/2026	16
08/30/26 - 09/12/26	9/14/2026	9/15/2026	9/24/2026	19	09/01/26 - 09/15/26	9/2/2026	9/3/2026	9/15/2026	17
09/13/26 - 09/26/26	9/28/2026	9/29/2026	10/8/2026	20	09/16/26 - 09/30/26	9/18/2026	9/21/2026	9/30/2026	18
09/27/26 - 10/10/26	10/12/2026	10/13/2026	10/22/2026	21	10/01/26 - 10/15/26	10/5/2026	10/6/2026	10/15/2026	19
10/11/26 - 10/24/26	10/26/2026	10/27/2026	11/5/2026	22	10/16/26 - 10/31/26	10/20/2026	10/21/2026	10/30/2026	20
10/25/26 - 11/07/26	11/9/2026	11/10/2026	11/19/2026	23	11/01/26 - 11/15/26	11/3/2026	11/4/2026	11/13/2026	21
11/08/26 - 11/21/26	11/20/2026	11/23/2026	12/3/2026	24	11/16/26 - 11/30/26	11/16/2026	11/17/2026	11/30/2026	22
11/22/26 - 12/05/26	12/7/2026	12/8/2026	12/17/2026	25	12/01/26 - 12/15/26	12/3/2026	12/4/2026	12/15/2026	23
12/06/26 - 12/19/26	*12/17/2026	*12/18/2026	12/31/2026	26	12/16/26 - 12/31/26	*12/14/2026	*12/15/2026	12/31/2026	24
12/20/26 - 01/02/27	**1/6/2027	*1/6/2027	1/14/2027	1	01/01/27 - 01/15/27	**1/6/2027	*1/6/2027	1/15/2027	1
01/03/27 - 01/16/27	1/18/2027	1/19/2027	1/28/2027	2	01/16/27 - 01/31/27	1/19/2027	1/20/2027	1/29/2027	2
01/17/27 - 01/30/27	2/1/2027	2/2/2027	2/11/2027	3	02/01/27 - 02/15/27	2/2/2027	2/3/2027	2/12/2027	3
01/31/27 - 02/13/27	2/15/2027	2/16/2027	2/25/2027	4	02/16/27 - 02/28/27	2/16/2027	2/17/2027	2/26/2027	4
02/14/27 - 02/27/27	3/1/2027	3/2/2027	3/11/2027	5	03/01/27 - 03/15/27	3/3/2027	3/4/2027	3/15/2027	5
02/28/27 - 03/13/27	3/15/2027	3/16/2027	3/25/2027	6	03/16/27 - 03/31/27	3/19/2027	3/22/2027	3/31/2027	6
03/14/27 - 03/27/27	3/29/2027	3/30/2027	4/8/2027	7	04/01/27 - 04/15/27	4/5/2027	4/6/2027	4/15/2027	7
03/28/27 - 04/10/27	4/12/2027	4/13/2027	4/22/2027	8	04/16/27 - 04/30/27	4/20/2027	4/21/2027	4/30/2027	8
04/11/27 - 04/24/27	4/26/2027	4/27/2027	5/6/2027	9	05/01/27 - 05/15/27	5/4/2027	5/5/2027	5/14/2027	9
04/25/27 - 05/08/27	5/10/2027	5/11/2027	5/20/2027	10	05/16/27 - 05/31/27	5/18/2027	5/19/2027	5/28/2027	10
05/09/27 - 05/22/27	5/24/2027	5/25/2027	6/3/2027	11	06/01/27 - 06/15/27	6/3/2027	6/4/2027	6/15/2027	11
05/23/27 - 06/05/27	6/7/2027	6/8/2027	6/17/2027	12	06/16/27 - 06/30/27	6/18/2027	6/21/2027	6/30/2027	12
06/06/27 - 06/19/27	6/21/2027	6/22/2027	7/1/2027	13	07/01/27 - 07/15/27	7/2/2027	7/6/2027	7/15/2027	13
06/20/27 - 07/03/27	7/2/2027	7/6/2027	7/15/2027	14					
07/4/27 - 07/17/27	7/19/2027	7/20/2027	7/29/2027	15					
*Subject to change									
**9 am but subject to change									

The Employee Submission deadline listed above is a recommendation. Departments have the authority to set their own deadlines for their employees.