

DEADLINES FOR SUBMITTING/APPROVING TIME RECORDS

Updated 9/10/2025

<u>Bi-Weekly - Hourly Staff/Temps/Students</u>				<u>Semi-Monthly - Salaried Staff / Faculty</u>			
		Employee Submission	Approval Deadline			Employee Submission	Approval Deadline
Pay Periods	5 PM	4 PM	No.	Pay Periods	5 PM	4 PM	No.
08/31/25 - 09/13/25	9/15/2025	9/16/2025	20	09/01/25 - 09/15/25	9/3/2025	9/4/2025	17
09/14/25 - 09/27/25	9/29/2025	9/30/2025	21	09/16/25 - 09/30/25	9/18/2025	9/19/2025	18
09/28/25 - 10/11/25	10/13/2025	10/14/2025	22	10/01/25 - 10/15/25	10/3/2025	10/6/2025	19
10/12/25 - 10/25/25	10/27/2025	10/28/2025	23	10/16/25 - 10/31/25	10/21/2025	10/22/2025	20
10/26/25 - 11/08/25	11/10/2025	11/11/2025	24	11/01/25 - 11/15/25	11/4/2025	11/5/2025	21
11/09/25 - 11/22/25	11/24/2025	11/25/2025	25	11/16/25 - 11/30/25	11/17/2025	11/18/2025	22
11/23/25 - 12/06/25	12/8/2025	12/9/2025	26	12/01/25 - 12/15/25	12/3/2025	12/4/2025	23
12/07/25 - 12/20/25	12/18/2025*	12/19/2025*	27	12/16/25 - 12/31/25	12/12/2025*	12/15/2025*	24
12/21/25 - 01/03/26	1/5/2026	1/6/2026	1	01/01/26 - 01/15/26	1/5/2026	1/6/2026	1
01/04/26 - 01/17/26	1/19/2026	1/20/2026	2	01/16/26 - 01/31/26	1/20/2026	1/21/2026	2
01/18/26 - 01/31/26	2/2/2026	2/3/2026	3	02/01/26 - 02/15/26	2/3/2026	2/4/2026	3
02/01/26 - 02/14/26	2/16/2026	2/17/2026	4	02/16/26 - 02/28/26	2/17/2026	2/18/2026	4
02/15/26 - 02/28/26	3/2/2026	3/3/2026	5	03/01/26 - 03/15/26	3/3/2026	3/4/2026	5
03/01/26 - 03/14/26	3/16/2026	3/17/2026	6	03/16/26 - 03/31/26	3/19/2026	3/20/2026	6
03/15/26 - 03/28/26	3/30/2026	3/31/2026	7	04/01/26 - 04/15/26	4/3/2026	4/6/2026	7
03/29/26 - 04/11/26	4/13/2026	4/14/2026	8	04/16/26 - 04/30/26	4/20/2026	4/21/2026	8
04/12/26 - 04/25/26	4/27/2026	4/28/2026	9	05/01/26 - 05/15/26	5/5/2026	5/6/2026	9
04/26/26 - 05/09/26	5/11/2026	5/12/2026	10	05/16/26 - 05/31/26	5/18/2026	5/19/2026	10
05/10/26 - 05/23/26	5/25/2026	5/26/2026	11	06/01/26 - 06/15/26	6/3/2026	6/4/2026	11
05/24/26 - 06/06/26	6/8/2026	6/9/2026	12	06/16/26 - 06/30/26	6/18/2026	6/19/2026	12
06/07/26 - 06/20/26	6/22/2026	6/23/2026	13	07/01/26 - 07/15/26	7/2/2026	7/6/2026	13
06/21/26 - 07/04/26	7/6/2026	7/7/2026	14	07/16/26 - 07/31/26	7/21/2026	7/22/2026	14
07/05/26 - 07/18/26	7/20/2026	7/21/2026	15	08/01/26 - 08/15/26	8/4/2026	8/5/2026	15
07/19/26 - 08/01/26	8/3/2026	8/4/2026	16				
08/02/26 - 08/15/26	8/17/2026	8/18/2026	17				

*Subject to change

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