

Hourly & Adjunct Employee Payroll Schedule

Employee Deadline to enter time	Manager Deadline to approve time @ 2:00pm	Paydate	Pay Period #
Wednesday, December 17, 2025	Friday, December 19, 2025	Friday, January 9, 2026	1
Wednesday, January 28, 2026	Friday, January 30, 2026	Tuesday, February 10, 2026	2
Wednesday, February 25, 2026	Friday, February 27, 2026	Tuesday, March 10, 2026	3
Friday, March 27, 2026	Tuesday, March 31, 2026	Friday, April 10, 2026	4
Tuesday, April 28, 2026	Thursday, April 30, 2026	Friday, May 8, 2026	5
Wednesday, May 27, 2026	Friday, May 29, 2026	Wednesday, June 10, 2026	6
Friday, June 26, 2026	Tuesday, June 30, 2026	Friday, July 10, 2026	7
Wednesday, July 29, 2026	Friday, July 31, 2026	Monday, August 10, 2026	8
Thursday, August 27, 2026	Monday, August 31, 2026	Thursday, September 10, 2026	9
Monday, September 28, 2026	Wednesday, September 30, 2026	Friday, October 9, 2026	10
Wednesday, October 28, 2026	Friday, October 30, 2026	Tuesday, November 10, 2026	11
Friday, November 20, 2026	Monday, November 30, 2026	Thursday, December 10, 2026	12
Thursday, December 17, 2026	Monday, December 21, 2026	Friday, January 8, 2027	13