

2026 Full-time Pay Periods and Approval Deadlines		
Pay Period Start	Pay Period End	
	Employee timesheet submit deadline	10am Supervisor approval deadline
12/25/25	01/09/26	01/12/26
01/10/26	01/24/26	01/26/26
01/25/26	02/09/26	02/10/26
02/10/26	02/24/26	02/25/26
02/25/26	03/09/26	03/10/26
03/10/26	03/24/26	03/25/26
03/25/26	04/09/26	04/10/26
04/10/26	04/24/26	04/27/26
04/25/26	05/09/26	05/12/26
05/10/26	05/24/26	05/26/26
05/25/26	06/09/26	06/10/26
06/10/26	06/24/26	06/25/26
06/25/26	07/09/26	07/10/26
07/10/26	07/24/26	07/27/26
07/25/26	08/09/26	08/10/26
08/10/26	08/24/26	08/25/26
08/25/26	09/09/26	09/10/26
09/10/26	09/24/26	09/25/26
09/25/26	10/09/26	10/12/26
10/10/26	10/24/26	10/26/26
10/25/26	11/09/26	11/10/26
11/10/26	11/24/26	11/25/26
11/25/26	12/09/26	12/10/26
12/10/26	12/24/26	12/28/26

80 Hour Schedule Period for Exempt Employees (2 Week Work Period, Monday-Sunday)	
12/29/25-1/11/26	7/13/26-7/26/26
1/12/26-1/25/26	7/27/26-8/09/26
1/26/26-2/08/26	8/10/26-8/23/26
2/09/26-2/22/26	8/24/26-9/06/26
2/23/26-3/08/26	9/07/26-9/20/26
3/09/26-3/22/26	9/21/26-10/04/26
3/23/26-4/05/26	10/05/26-10/18/26
4/06/26-4/19/26	10/19/26-11/01/26
4/20/26-5/03/26	11/02/26-11/15/26
5/04/26-5/17/26	11/16/26-11/29/26
5/18/26-5/31/26	11/30/26-12/13/26
6/01/26-6/14/26	12/14/26-12/27/26
6/15/26-6/28/26	12/28/26-1/10/27
6/29/26-7/12/26	

Fulltime pay periods (non-wage and non-student) end on the 9th and the 24th of each month. Employees must submit their timesheets no later than the 9th or the 24<sup>th</sup>. Timesheets must be approved by supervisors no later than **10am** the day after the pay period's close. If the approval deadline falls on a weekend, approval is due on Monday.