

2026 Biweekly Payroll Calendar

Bi-weekly Pay Period	Document Submission Deadlines			Time & Attendance Deadlines		Regular Pay Day	Late Documents & New Hire Pay Day
	President, Provost, & Vice Presidents	Budget Office & Sponsored Research	HR Documents	Time must be entered by 4:00 p.m.	Exceptions must be cleared by 10:00 a.m. & time must be approved by 2:00 p.m.		
10/24/25 – 11/06/25	10/17/25	10/24/25	10/31/25	11/05/25	11/06/25	11/14/25	11/28/25
11/07/25 – 11/20/25	10/31/25	11/07/25	11/14/25	11/18/25	11/19/25	11/28/25	12/12/25
11/21/25 – 12/04/25	11/14/25	11/21/25	11/28/25	12/02/25	12/03/25	12/12/25	12/26/25
12/05/25 – 12/18/25	11/28/25	12/05/25	12/12/25	12/16/25	12/17/25	12/26/25	01/09/26
12/19/25 – 01/01/26	12/12/25	12/19/25	12/26/25	12/16/25	12/17/25	01/09/26	01/23/26
01/02/26 – 01/15/26	12/26/25	01/02/26	01/09/26	01/13/26	01/14/26	01/23/26	02/06/26
01/16/26 – 01/29/26	01/09/26	01/16/26	01/23/26	01/28/26	01/29/26	02/06/26	02/20/26
01/30/26 – 02/12/26	01/23/26	01/30/26	02/06/26	02/11/26	02/12/26	02/20/26	03/06/26
02/13/26 – 02/26/26	02/06/26	02/13/26	02/20/26	02/25/26	02/26/26	03/06/26	03/20/26
02/27/26 – 03/12/26	02/20/26	02/27/26	03/06/26	03/11/26	03/12/26	03/20/26	04/03/26
03/13/26 – 03/26/26	03/06/26	03/13/26	03/20/26	03/25/26	03/26/26	04/03/26	04/17/26
03/27/26 – 04/09/26	03/20/26	03/27/26	04/03/26	04/08/26	04/09/26	04/17/26	05/01/26
04/10/26 – 04/23/26	04/03/26	04/10/26	04/17/26	04/22/26	04/23/26	05/01/26	05/15/26
04/24/26 – 05/07/26	04/17/26	04/24/26	05/01/26	05/06/26	05/07/26	05/15/26	05/29/26
05/08/26 – 05/21/26	05/01/26	05/08/26	05/15/26	05/19/26	05/20/26	05/29/26	06/12/26
05/22/26 – 06/04/26	05/15/26	05/22/26	05/29/26	06/03/26	06/04/26	06/12/26	06/26/26
06/05/26 – 06/18/26	05/29/26	06/05/26	06/12/26	06/16/26	06/17/26	06/26/26	07/10/26
06/19/26 – 07/02/26	06/12/26	06/19/26	06/26/26	06/30/26	07/01/26	07/10/26	07/24/26
07/03/26 – 07/16/26	06/26/26	07/03/26	07/10/26	07/15/26	07/16/26	07/24/26	08/07/26
07/17/26 – 07/30/26	07/10/26	07/17/26	07/24/26	07/29/26	07/30/26	08/07/26	08/21/26
07/31/26 – 08/13/26	07/24/26	07/31/26	08/07/26	08/12/26	08/13/26	08/21/26	09/04/26
08/14/26 – 08/27/26	08/07/26	08/14/26	08/21/26	08/26/26	08/27/26	09/04/26	09/18/26
08/28/26 – 09/10/26	08/21/26	08/28/26	09/04/26	09/09/26	09/10/26	09/18/26	10/02/26
09/11/26 – 09/24/26	09/04/26	09/11/26	09/18/26	09/23/26	09/24/26	10/02/26	10/16/26
09/25/26 – 10/08/26	09/18/26	09/25/26	10/02/26	10/07/26	10/08/26	10/16/26	10/30/26
10/09/26 – 10/22/26	10/02/26	10/09/26	10/16/26	10/21/26	10/22/26	10/30/26	11/13/26
10/23/26 – 11/05/26	10/16/26	10/23/26	10/30/26	11/04/26	11/05/26	11/13/26	11/27/26
11/06/26 – 11/19/26	10/30/26	11/06/26	11/13/26	11/17/26	11/18/26	11/25/26	12/11/26
11/20/26 – 12/03/26	11/13/26	11/20/26	11/27/26	12/02/26	12/03/26	12/11/26	12/25/26
12/04/26 – 12/17/26	11/27/26	12/04/26	12/11/26	12/15/26	12/16/26	12/24/26	01/08/27
12/18/26 – 12/31/26	12/11/26	12/18/26	12/25/26	12/15/26	12/16/26	01/08/27	01/22/27
01/01/27 – 01/14/27	12/25/26	01/01/27	01/08/27	01/12/27	01/13/27	01/22/27	02/05/27

Document Submission Deadlines: All completed employment contracts, sign-up packets, and relevant payroll documents are due to the President, Provost, Vice President, Budget Office, Sponsored Research, and Human Resources on this date.

Time & Attendance Deadlines: Please adhere to time entry and approval deadlines. The system is locked at 2:30 p.m., and departments must contact Time & Attendance to make adjustments. All dates highlighted in **RED** indicate early payroll processing. All dates are subject to change.