

Fiscal Year 2026

BI-WEEKLY PAYROLL INFORMATION							
Pay Period Start Date	Pay Period End Date	Payroll #	Pay Day	Time Submission Deadline	Approval Deadline/ Paper Time Sheet Due**	BP Due Date	Notes
5/18/25	5/31/25	12	6/6/25	6/2/25	6/3/25	5/23/25	
6/1/25	6/14/25	13	6/20/25	6/16/25	6/16/25*	6/6/25	
6/15/25	6/28/25	14	7/3/25	6/30/25	6/30/2025*	6/20/25	Paid on Thursday
6/29/25	7/12/25	15	7/18/25	7/14/25	7/15/25	7/4/25	
7/13/25	7/26/25	16	8/1/25	7/28/25	7/29/25	7/18/25	
7/27/25	8/9/25	17	8/15/25	8/11/25	8/12/25	8/1/25	Last Check AY24
8/10/25	8/23/25	18	8/29/25	8/25/25	8/26/25	8/15/25	First Check AY25
8/24/25	9/6/25	19	9/12/25	9/8/25	9/9/25	8/29/25	
9/7/25	9/20/25	20	9/26/25	9/22/25	9/23/25	9/12/25	
9/21/25	10/4/25	21	10/10/25	10/6/25	10/7/25	9/26/25	
10/5/25	10/18/25	22	10/24/25	10/20/25	10/21/25	10/10/25	
10/19/25	11/1/25	23	11/7/25	11/3/25	11/4/25	10/24/25	
11/2/25	11/15/25	24	11/21/25	11/17/25	11/18/25	11/7/25	
11/16/25	11/29/25	25	12/5/25	12/1/25	12/2/25	11/21/25	
11/30/25	12/13/25	26	12/19/25	12/15/25	12/16/25	12/5/25	
12/14/25	12/27/25	1	1/2/26	12/29/25	12/29/25	12/19/25	
12/28/25	1/10/26	2	1/16/26	1/12/26	1/12/26	1/2/26	Vacation Rollover on 12/28
1/11/26	1/24/26	3	1/30/26	1/26/26	1/26/26	1/16/26	
1/25/26	2/7/26	4	2/13/26	2/9/26	2/9/26	1/30/26	
2/8/26	2/21/26	5	2/27/26	2/23/26	2/23/26	2/13/26	
2/22/26	3/7/26	6	3/13/26	3/9/26	3/9/26	2/27/26	
3/8/26	3/21/26	7	3/27/26	3/23/26	3/23/26	3/13/26	
3/22/26	4/4/26	8	4/10/26	4/6/26	4/6/26	3/27/26	
4/5/26	4/18/26	9	4/24/26	4/20/26	4/20/26	4/10/26	
4/19/26	5/2/26	10	5/8/26	5/4/26	5/4/26	4/24/26	
5/3/26	5/16/26	11	5/22/26	5/18/26	5/18/26	5/8/26	
*Timesheet/Leave Report approval due on Monday							
**No paper time sheets in Workday. Enter late time in Workday and it will be paid on next payroll.							
Lock/Unlock Schedule: Time Entry locks at 11:59 PM on Monday and then unlocks for late entry on 12:00 PM on Wednesday							