



## PAYROLL SERVICES DEPARTMENT

### MEMORANDUM

TO: Supervisors of Academic Hourly Employees  
FROM: Payroll Services  
SUBJECT: Timesheet deadline

Below are the timesheet deadlines and pay dates for Academic Hourly Employees.

#### FY 2025-2026

Timesheet Period	Timesheet Deadline	Pay Date
07/01/25 – 7/31/25	<b>07/07/2025</b>	07/31/2025
08/01/25 – 8/31/25	<b>08/07/2025</b>	08/29/2025
09/01/25 – 9/30/25	<b>09/09/2025</b>	09/30/2025
10/01/25 – 10/31/25	<b>10/10/2025</b>	10/31/2025
11/01/25 – 11/30/25	<b>11/05/2025</b>	11/26/2025
12/01/25 – 12/31/25	<b>11/26/2025</b>	12/19/2025
01/01/26 – 01/31/26	<b>01/08/2026</b>	01/30/2026
02/01/26 – 02/28/26	<b>02/06/2026</b>	02/27/2026
03/01/26 – 03/31/26	<b>03/06/2026</b>	03/27/2026
04/01/26 – 04/30/26	<b>04/09/2026</b>	04/30/2026
05/01/26 – 05/31/26	<b>05/07/2026</b>	05/29/2026
06/01/26 – 06/30/26	<b>06/04/2026</b>	06/30/2026

Timesheets are due to Payroll Services no later than 4:00 P.M. on the timesheet deadline date. **Timesheets turned in after the deadline may result in a delay in payment until the next payday for the employee.**