



PAYROLL SERVICES DEPARTMENT

TO: Supervisors of Non-Academic Hourly Employees and Student Workers
FROM: Payroll Services
SUBJECT: Timesheet Approval Deadlines

Below are the timesheet approval deadlines and reporting periods for Non-Academic Hourly Employees and Student Workers.

**This information is for Time Entry Supervisors only.

FY 2025-2026

Payroll Pay Period		Timesheet Approval Deadline	Pay Date
6/1/2025	6/30/2025		7/31/2025
7/1/2025	7/31/2025		8/29/2025
8/1/2025	8/31/2025		9/30/2025
9/1/2025	9/30/2025	10/10/2025	10/31/2025
10/1/2025	10/31/2025	11/7/2025	11/26/2025
11/1/2025	11/30/2025	12/4/2025	12/19/2025
12/1/2025	12/31/2025	1/9/2026	1/30/2026
1/1/2026	1/31/2026	2/10/2026	2/27/2026
2/1/2026	2/28/2026	3/10/2026	3/27/2026
3/1/2026	3/31/2026	4/10/2026	4/30/2026
4/1/2026	4/30/2026	5/8/2026	5/29/2026
5/1/2026	5/31/2026	6/9/2026	6/30/2026

Timesheets approvals are due by 4:00 P.M on deadline date.