



**PAYROLL SERVICES DEPARTMENT**

**NON-ACADEMIC EMPLOYEES AND STUDENT WORKERS**

Below are the reporting periods and timesheet deadlines.

**FY 2026-2027**

<b>Payroll Pay Period</b>		<b>Timesheet Deadline</b>	<b>Pay Date</b>
6/1/2026	6/30/2026	<b>7/1/2026</b>	7/30/2026
7/1/2026	7/31/2026	<b>8/3/2026</b>	8/31/2026
8/1/2026	8/31/2026	<b>9/1/2026</b>	9/30/2026
9/1/2026	9/30/2026	<b>10/1/2026</b>	10/30/2026
10/1/2026	10/31/2026	<b>11/1/2026</b>	11/30/2026
11/1/2026	11/30/2026	<b>12/1/26</b>	12/18/2026
12/1/2026	12/31/2026	<b>1/4/2027</b>	1/29/2027
1/1/2027	1/31/2027	<b>2/1/2027</b>	2/26/2027
2/1/2027	2/28/2027	<b>3/1/2027</b>	3/26/2027
3/1/2027	3/31/2027	<b>4/5/2027</b>	4/30/2027
4/1/2027	4/30/2027	<b>5/3/2027</b>	5/28/2027
5/1/2027	5/31/2027	<b>6/1/2027</b>	6/30/2027

Timesheets are due by 4:00 P.M. the first working day following the last day of the payroll pay period. **Timesheets submitted after the deadline may result in a delay in payment until the next payday for the employee.**