



PAYROLL SERVICES DEPARTMENT

SUPERVISOR TIMESHEET APPROVAL DEADLINES

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

**This information is for Self-Service Time Entry Supervisors only.

FY 2026-2027

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

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