

Full-time Hourly Staff Web Timesheet Schedule | 2025-2026

Please follow this schedule for Web Time Sheets

Please make sure that you have a proxy in place. It's mandatory for all timesheet approvers.

REPORT HOURS WORKED IN FOLLOWING PERIODS	EMPLOYEE MUST SUBMIT NO LATER THAN:	SUPERVISOR MUST APPROVE NO LATER THAN:	PAY DATE	PAYROLL #
June 22 - July 5	July 7, 2025	July 9, 2025	July 3, 2025	14
July 6 - July 19	July 21, 2025	July 23, 2025	July 18, 2025	15
July 20 - August 2	August 4, 2025	August 6, 2025	August 1, 2025	16
August 3 - August 16	August 18, 2025	August 20, 2025	August 15, 2025	17
August 17 - August 30	* September 2, 2025	September 3, 2025	August 29, 2025	18
August 31 - September 13	September 15, 2025	September 17, 2025	September 12, 2025	19
September 14 - September 27	September 29, 2025	October 1, 2025	September 26, 2025	20
September 28 - October 11	October 13, 2025	October 15, 2025	October 10, 2025	21
October 12 - October 25	October 27, 2025	October 29, 2025	October 24, 2025	22
October 26 - November 8	November 10, 2025	November 12, 2025	November 7, 2025	23
November 9 - November 22	November 24, 2025	+November 25, 2025	November 21, 2025	24
November 23 - December 6	December 8, 2025	December 10, 2025	December 5, 2025	25
December 7 - December 20	December 22, 2025	* January 5, 2026	December 19, 2025	26
December 21 - January 3	January 5, 2026	January 7, 2026	January 2, 2026	1
January 4 - January 17	* January 20, 2026	January 21, 2026	January 16, 2026	2
January 18 - January 31	February 2, 2026	February 4, 2026	January 30, 2026	3
February 1 - February 14	February 16, 2026	February 18, 2026	February 13, 2026	4
February 15 - February 28	March 2, 2026	March 4, 2026	February 27, 2026	5
March 1 - March 14	* March 23, 2026	* March 25, 2026	March 13, 2026	6
March 15 - March 28	March 30, 2026	April 1, 2026	March 27, 2026	7
March 29 - April 11	April 13, 2026	April 15, 2026	April 10, 2026	8
April 12 - April 25	April 27, 2026	April 29, 2026	April 24, 2026	9
April 26 - May 9	May 11, 2026	May 13, 2026	May 8, 2026	10
May 10 - May 23	* May 26, 2026	May 27, 2026	May 22, 2026	11
May 24 - June 6	June 8, 2026	June 10, 2026	June 5, 2026	12
June 7 - June 20	June 22, 2026	June 24, 2026	June 19, 2026	13

* Extra time given due to the Holiday Break

+ Early deadline due to Thanksgiving break

VALENCIA COLLEGE