

Part-time Staff, Part-time Faculty and Work-Study Time Sheet Schedule | 2025-2026

Please follow this schedule for Web Time Sheets. Employees who do not submit their time by the posted employee deadline will need to work with their approver to get those hours submitted, which can cause a delay in pay.

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 8 – June 21	June 23	June 24	July 3, 2025	14
June 22 – July 5	July 7	July 8	July 18, 2025	15
July 6 – July 19	July 21	July 22	August 1, 2025	16
July 20 – August 2	August 4	August 5	August 15, 2025	17
August 3 – August 16	August 18	August 19	August 29, 2025	18
August 17 – August 30	+September 2	+September 3	September 12, 2025	19
August 31 – September 13	September 15	September 16	September 26, 2025	20
September 14 – September 27	September 29	September 30	October 10, 2025	21
September 28 – October 11	October 13	October 14	October 24, 2025	22
October 12 – October 25	October 27	October 28	November 7, 2025	23
October 26 – November 8	November 10	November 11	November 21, 2025	24
November 9 – November 22	November 24	November 25	December 5, 2025	25
November 23 – December 6	December 8	December 9	December 19, 2025	26
December 7 – December 20	December 22	**December 23	January 2, 2026	1
December 21 – January 3	January 5	January 6	January 16, 2026	2
January 4 – January 17	+January 20	+January 21	January 30, 2026	3
January 18 – January 31	February 2	February 3	February 13, 2026	4
February 1 – February 14	February 16	February 17	February 27, 2026	5
February 15 – February 28	March 2	March 3	March 13, 2026	6
March 1 – March 14	**March 16	**March 17	March 27, 2026	7
March 15 – March 28	March 30	March 31	April 10, 2026	8
March 29 – April 11	April 13	April 14	April 24, 2026	9
April 12 – April 25	April 27	April 28	May 8, 2026	10
April 26 – May 9	May 11	May 12	May 22, 2026	11
May 10 – May 23	+May 26	+May 27	June 5, 2026	12
May 24 – June 6	June 8	June 9	June 19, 2026	13
June 7 – June 20	June 22	June 23	July 2, 2026	14
June 21 – July 4	July 6	July 7	July 17, 2026	15

+ Extra time given due to the Holiday

** Deadlines fall on a Holiday break! If employee is not working during the Holiday Break, the timesheet can be submitted and approved on the employee's last day working in the pay period.