

MONTHLY PAYROLL SCHEDULE 2025 - 2026

Month	Payroll ID	Supervisors/Managers approve pending time deadline @ 5PM	CTOD & LWOP Deadline @ 5PM	Return LOA & Timekeepers Approvals - Deadline @ 5PM	CAMPUS LOCKOUT @ 5PM EHRA & SHRA actions plus Supplemental Pay must be entered into the HR system & supporting documentation submitted to HRIM	Distribution Changes Completed @ 5PM	Authorization & Supplemental Pay Detail Report Approval @ 5PM	Payroll Confirmed (Lockout remains pending Distribution)	Pay Day	Off-Cycle Check Request Deadline @5PM **	Off Cycle Check Payday	Holidays / Comments
July	20261R01	Jul 6	Jul 11	Jul 18	Jul 16	Jul 18	Jul 23	Jul 24	Jul 31	Aug 6	Aug 15	Independence Day Fri Jul 4
Aug	20261R02	Aug 6	Aug 8	Aug 15	Aug 14	Aug 18	Aug 21	Aug 22	Aug 29	Sep 5	Sep 15	
Sep	20261R03	Sep 6	Sept 12	Sept 12	Sep 15	Sep 17	Sep 22	Sep 23	Sep 30	Oct 6	Oct 15	Labor Day Mon Sept 1
Oct	20261R04	Oct 6	Oct 10	Oct 17	Oct 16	Oct 20	Oct 23	Oct 24	Oct 31	Nov 6	Nov 14	
Nov	20261R05	Nov 6	Nov 7	Nov 7	Nov 11	Nov 13	Nov 18	Nov 19	*Nov 26	N/A	Pay on 1R06	Thanksgiving Nov 27 - 28
Dec	20261R06	Dec 6	Dec 5	Dec 5	Dec 05	Dec 09	Dec 12	Dec 15	*Dec 31	Jan 6	Jan 15	Winter Break Dec 24 - Jan 1
Jan	20261R07	Jan 6	Jan 9	Jan 16	Jan 14	Jan 16	Jan 22	Jan 23	Jan 30	Feb 5	Feb 13	ML King Jr Mon Jan 19
Feb	20261R08	Feb 6	Feb 6	Feb 13	Feb 12	Feb 16	Feb 19	Feb 20	Feb 27	Mar 5	Mar 13	
Mar	20261R09	Mar 6	Mar 13	Mar 13	Mar 16	Mar 18	Mar 23	Mar 24	Mar 31	Apr 6	Apr 15	
Apr	20261R10	Apr 6	Apr 10	Apr 17	Apr 15	Apr 17	Apr 22	Apr 23	Apr 30	May 6	May 15	
May	20261R11	May 6	May 8	May 15	May 13	May 15	May 20	May 21	May 29	Jun 4	Jun 15	Memorial Day Mon May 25
June	20261R12	Jun 6	Jun 5	Jun 12	Jun 10	Jun 12	Jun 17	Jun 18	Jun 30	Jul 6	Jul 15	

CTOD - CompTime on Demand

LWOP - Leave Without Pay

LOA - Leave of Absence

* Deviations Due to Holiday

** By this date, an Off-Cycle Check Request form must be submitted to the appropriate Personnel Office & received by Payroll. All related backup must be completed & approved.

Deadlines are 5 PM unless otherwise noted