

Hourly & Adjunct Employee Payroll Schedule

Deadline to HR for All Hourly Transactions	Deadline to Request Manual Checks	Hourly Paylines Open	Employee Deadline to enter time	Manager Deadline to approve time 2:00pm	Payroll Transmittal	Paydate	Pay Period #
Tuesday, November 18, 2025	Friday, December 5, 2025	Friday, January 2, 2026	Wednesday, December 17, 2025	Friday, December 19, 2025	Tuesday, January 6, 2026	Friday, January 9, 2026	1
Monday, December 22, 2025	Tuesday, January 20, 2026	Thursday, January 29, 2026	Wednesday, January 28, 2026	Friday, January 30, 2026	Thursday, February 5, 2026	Tuesday, February 10, 2026	2
Tuesday, January 20, 2026	Tuesday, February 17, 2026	Thursday, February 26, 2026	Wednesday, February 25, 2026	Friday, February 27, 2026	Thursday, March 5, 2026	Tuesday, March 10, 2026	3
Tuesday, February 24, 2026	Monday, March 23, 2026	Tuesday, March 31, 2026	Friday, March 27, 2026	Tuesday, March 31, 2026	Tuesday, April 7, 2026	Friday, April 10, 2026	4
Tuesday, March 24, 2026	Monday, April 20, 2026	Tuesday, April 28, 2026	Tuesday, April 28, 2026	Thursday, April 30, 2026	Tuesday, May 5, 2026	Friday, May 8, 2026	5
Friday, April 24, 2026	Monday, May 18, 2026	Friday, May 29, 2026	Wednesday, May 27, 2026	Friday, May 29, 2026	Friday, June 5, 2026	Wednesday, June 10, 2026	6
Friday, May 22, 2026	Monday, June 22, 2026	Tuesday, June 30, 2026	Friday, June 26, 2026	Tuesday, June 30, 2026	Tuesday, July 7, 2026	Friday, July 10, 2026	7
Wednesday, June 24, 2026	Friday, July 24, 2026	Wednesday, July 29, 2026	Wednesday, July 29, 2026	Friday, July 31, 2026	Wednesday, August 5, 2026	Monday, August 10, 2026	8
Monday, July 27, 2026	Monday, August 24, 2026	Friday, August 28, 2026	Thursday, August 27, 2026	Monday, August 31, 2026	Friday, September 4, 2026	Thursday, September 10, 2026	9
Tuesday, August 25, 2026	Monday, September 21, 2026	Tuesday, September 29, 2026	Monday, September 28, 2026	Wednesday, September 30, 2026	Tuesday, October 6, 2026	Friday, October 9, 2026	10
Thursday, September 24, 2026	Monday, October 19, 2026	Thursday, October 29, 2026	Wednesday, October 28, 2026	Friday, October 30, 2026	Thursday, November 5, 2026	Tuesday, November 10, 2026	11
Friday, October 23, 2026	Monday, November 16, 2026	Monday, November 30, 2026	Friday, November 20, 2026	Monday, November 30, 2026	Monday, December 7, 2026	Thursday, December 10, 2026	12
Wednesday, November 18, 2026	Monday, December 7, 2026	Monday, January 4, 2027	Thursday, December 17, 2026	Monday, December 21, 2026	Tuesday, January 5, 2027	Friday, January 8, 2027	13