



## 2026 BI-WEEKLY EMPLOYEE TIMESHEET AND PAYROLL SCHEDULE

|          |      |          |          | EMPLOYEE<br>WEB TIME<br>ENTRY<br>DUE 11 PM | SUPERVISOR<br>APPROVAL<br>DUE 11 PM | PAY DATE |
|----------|------|----------|----------|--------------------------------------------|-------------------------------------|----------|
|          |      | 12-15-25 | 12-28-25 | 12-29-25                                   | 12-30-25                            | 01-09-26 |
|          |      | 12-29-25 | 01-11-26 | 01-12-26                                   | 01-11-26                            | 01-23-26 |
|          |      | 01-12-26 | 01-25-26 | 01-26-26                                   | 01-27-26                            | 02-06-26 |
|          |      | 01-26-26 | 02-08-26 | 02-09-26                                   | 02-10-26                            | 02-20-26 |
|          |      | 02-09-26 | 02-22-26 | 02-23-26                                   | 02-24-26                            | 03-06-26 |
|          |      | 02-23-26 | 03-08-26 | 03-09-26                                   | 03-10-26                            | 03-20-26 |
|          |      | 03-09-26 | 03-22-26 | 03-23-26                                   | 03-24-26                            | 04-03-26 |
|          |      | 03-23-26 | 04-05-26 | 04-05-26                                   | 04-06-26                            | 04-17-26 |
|          |      | 04-06-26 | 04-19-26 | 04-19-26                                   | 04-20-26                            | 05-01-26 |
|          |      | 04-20-26 | 05-03-26 | 05-04-26                                   | 05-05-26                            | 05-15-26 |
|          |      | 05-04-26 | 05-17-26 | 05-18-26                                   | 05-19-26                            | 05-29-26 |
|          |      | 05-18-26 | 05-31-26 | 06-01-26                                   | 06-02-26                            | 06-12-26 |
|          |      | 06-01-26 | 06-14-26 | 06-15-26                                   | 06-16-26                            | 06-26-26 |
|          |      | 06-15-26 | 06-28-26 | 06-29-26                                   | 06-30-26                            | 07-10-26 |
|          |      | 06-29-26 | 07-12-26 | 07-13-26                                   | 07-14-26                            | 07-24-26 |
|          |      | 07-13-26 | 07-26-26 | 07-27-26                                   | 07-28-26                            | 08-07-26 |
|          |      | 07-27-26 | 08-09-26 | 08-10-26                                   | 08-11-26                            | 08-21-26 |
|          |      | 08-10-26 | 08-23-26 | 08-24-26                                   | 08-25-26                            | 09-04-26 |
|          |      | 08-24-26 | 09-06-26 | 09-07-26                                   | 09-08-26                            | 09-18-26 |
|          |      | 09-07-26 | 09-20-26 | 09-21-26                                   | 09-22-26                            | 10-02-26 |
|          |      | 09-21-26 | 10-04-26 | 10-05-26                                   | 10-06-26                            | 10-16-26 |
|          |      | 10-05-26 | 10-18-26 | 10-19-26                                   | 10-20-26                            | 10-30-26 |
|          |      | 10-19-26 | 11-01-26 | 11-02-26                                   | 11-03-26                            | 11-13-26 |
|          |      | 11-02-26 | 11-15-26 | 11-16-26                                   | 11-17-26                            | 11-25-26 |
|          |      | 11-16-26 | 11-29-26 | 11-30-26                                   | 12-01-26                            | 12-11-26 |
|          |      | 11-30-26 | 12-13-26 | 12-14-26                                   | 12-15-26                            | 12-23-26 |
| 12-04-26 | BW01 | 12-14-26 | 12-27-26 | 12-28-26                                   | 12-29-26                            | 01-08-27 |

*All Hourly SHRA Temps & Student Work-Aid hiring proposals must be submitted to HR Employment with all required documents, departmental and budgetary approvals by the deadline.  
Hiring proposals submitted after the hiring proposal deadline will be moved to the following bi-weekly payroll cycle.*