

Bi-Weekly

Payroll Schedule for Calendar Year 2026

Bi-weekly employees are required to **submit** an electronic time sheet every pay period by **11:59 pm** on the date indicated in the **"Web Time Entry Submit Due Date"** column below. It is recommended that bi-weekly employees complete and save an electronic timesheet daily. They are *not* required to complete an electronic leave report. They are paid every other Friday.

Processing of any personnel actions must be submitted to Human Resources no later than the date listed in the "Web Time Entry Submit Due Date" column highlighted below. Adherence to these due dates will help facilitate proper pay on the corresponding pay date.

Payroll Number	Pay of Month	Pay Period Start Date	Pay Period End Date	Web Time Entry Submit Due Date	Web Time Entry Approve Due Date	Pay Date
1	1	12/14/2025	12/27/2025	M 12/29/2025	T 12/30/2025	1/9/2026
2	2	12/28/2025	1/10/2026	T 1/13/2026	W 1/14/2026	1/23/2026
3	1	1/11/2026	1/24/2026	T 1/27/2026	W 1/28/2026	2/6/2026
4	2	1/25/2026	2/7/2026	T 2/10/2026	W 2/11/2026	2/20/2026
5	1	2/8/2026	2/21/2026	T 2/24/2026	W 2/25/2026	3/6/2026
6	2	2/22/2026	3/7/2026	T 3/10/2026	W 3/11/2026	3/20/2026
7	1	3/8/2026	3/21/2026	T 3/24/2026	W 3/25/2026	4/3/2026
8	2	3/22/2026	4/4/2026	T 4/7/2026	W 4/8/2026	4/17/2026
9	1	4/5/2026	4/18/2026	T 4/21/2026	W 4/22/2026	5/1/2026
10	2	4/19/2026	5/2/2026	T 5/5/2026	W 5/6/2026	5/15/2026
11	3	5/3/2026	5/16/2026	T 5/19/2026	W 5/20/2026	5/29/2026
12	1	5/17/2026	5/30/2026	T 6/2/2026	W 6/3/2026	6/12/2026
13	2	5/31/2026	6/13/2026	M 6/15/2026	T 6/16/2026	6/26/2026
14	1	6/14/2026	6/27/2026	M 6/29/2026	T 6/30/2026	7/10/2026
15	2	6/28/2026	7/11/2026	T 7/14/2026	W 7/15/2026	7/24/2026
16	1	7/12/2026	7/25/2026	T 7/28/2026	W 7/29/2026	8/7/2026
17	2	7/26/2026	8/8/2026	T 8/11/2026	W 8/12/2026	8/21/2026
18	1	8/9/2026	8/22/2026	T 8/25/2026	W 8/26/2026	9/4/2026
19	2	8/23/2026	9/5/2026	T 9/8/2026	W 9/9/2026	9/18/2026
20	1	9/6/2026	9/19/2026	T 9/22/2026	W 9/23/2026	10/2/2026
21	2	9/20/2026	10/3/2026	T 10/6/2026	W 10/7/2026	10/16/2026
22	3	10/4/2026	10/17/2026	T 10/20/2026	W 10/21/2026	10/30/2026
23	1	10/18/2026	10/31/2026	T 11/3/2026	W 11/4/2026	11/13/2026
24	2	11/1/2026	11/14/2026	M 11/16/2026	T 11/17/2026	11/25/2026
25	1	11/15/2026	11/28/2026	T 12/1/2026	W 12/2/2026	12/11/2026
26	2	11/29/2026	12/12/2026	M 12/14/2026	T 12/15/2026	12/23/2026