

Semi-Monthly Payroll Schedule for Calendar Year 2026

Semi-monthly employees are required to **submit** an electronic leave report every pay period by **11:59 pm** on the date indicated in the "**Web Leave Report Submit Due Date**" column below. They are *not* required to complete an electronic time sheet. They are paid the 15th and last day of the month.

Processing of any personnel actions must be submitted to Human Resources no later than 5 working days prior to the "Pay Date" listed 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 Leave Report Submit Due Date	Web Leave Report Approve Due Date	Pay Date
1	1	1/1/2026	1/15/2026	1/21/2026	1/22/2026	1/15/2026
2	2	1/16/2026	1/31/2026	2/4/2026	2/5/2026	1/30/2026
3	1	2/1/2026	2/15/2026	2/18/2026	2/19/2026	2/13/2026
4	2	2/16/2026	2/28/2026	3/4/2026	3/5/2026	2/27/2026
5	1	3/1/2026	3/15/2026	3/18/2026	3/19/2026	3/13/2026
6	2	3/16/2026	3/31/2026	4/3/2026	4/6/2026	3/31/2026
7	1	4/1/2026	4/15/2026	4/20/2026	4/21/2026	4/15/2026
8	2	4/16/2026	4/30/2026	5/5/2026	5/6/2026	4/30/2026
9	1	5/1/2026	5/15/2026	5/20/2026	5/21/2026	5/15/2026
10	2	5/16/2026	5/31/2026	6/3/2026	6/4/2026	5/29/2026
11	1	6/1/2026	6/15/2026	6/18/2026	6/22/2026	6/15/2026
12	2	6/16/2026	6/30/2026	7/6/2026	7/7/2026	6/30/2026
13	1	7/1/2026	7/15/2026	7/20/2026	7/21/2026	7/15/2026
14	2	7/16/2026	7/31/2026	8/5/2026	8/6/2026	7/31/2026
15	1	8/1/2026	8/15/2026	8/19/2026	8/20/2026	8/14/2026
16	2	8/16/2026	8/31/2026	9/3/2026	9/4/2026	8/31/2026
17	1	9/1/2026	9/15/2026	9/18/2026	9/21/2026	9/15/2026
18	2	9/16/2026	9/30/2026	10/5/2026	10/6/2026	9/30/2026
19	1	10/1/2026	10/15/2026	10/20/2026	10/21/2026	10/15/2026
20	2	10/16/2026	10/31/2026	11/4/2026	11/5/2026	10/30/2026
21	1	11/1/2026	11/15/2026	11/18/2026	11/19/2026	11/13/2026
22	2	11/16/2026	11/30/2026	12/3/2026	12/4/2026	11/30/2026
23	1	12/1/2026	12/15/2026	12/18/2026	12/21/2026	12/15/2026
24	2	12/16/2026	12/31/2026	1/6/2027	1/7/2027	12/31/2026