



2025 - 2026 PAYROLL CALENDAR

Timesheet Reporting Periods, Due Dates, and Pay Dates
PAYROLL ITEMS MUST BE RECEIVED IN PAYROLL BY **3:00 PM** ON THE **DUE DATE**

"M" Pay Cycle						
Full-Time Classified/Confidential/Perm PT - Full-Time Certificated Faculty						
Reporting Period	Due Date	FT Classified/Confidential/ Perm PT	Pay Period	N/A	Pay Cycle Closure	Pay Date
06/16/25 - 07/15/25	07/16/25	1M	July	N/A	07/23/25	07/31/25
07/16/25 - 08/15/25	08/18/25	2M	Aug	N/A	08/21/25	08/29/25
08/16/25 - 09/15/25	09/16/25	3M	Sept	N/A	09/22/25	09/30/25
09/16/25 - 10/15/25	10/16/25	4M	Oct	N/A	10/23/25	10/31/25
10/16/25 - 11/10/25	11/10/25	5M*	Nov	N/A	11/18/25	11/26/25
11/11/25 - 12/10/25	12/10/25	6M*	Dec	N/A	12/16/25	12/29/25
12/11/25 - 01/15/26	01/16/26	7M	Jan	N/A	01/22/26	01/30/26
01/16/26 - 02/15/26	02/17/26	8M	Feb	N/A	02/19/26	02/27/26
02/16/26 - 03/15/26	03/16/26	9M	Mar	N/A	03/23/26	03/31/26
03/16/26 - 04/15/26	04/16/26	10M	Apr	N/A	04/22/26	04/30/26
04/16/26 - 05/15/26	05/18/26	11M	May	N/A	05/20/26	05/29/26
05/16/26 - 06/15/26	06/16/26	12M	June	N/A	06/22/26	06/30/26
Reporting Period	Due Date	FT Certificated	Pay Period	Faculty Pay Term	Pay Cycle Closure	Pay Date
07/01/25 - 07/31/25	07/16/25	1M*	July	SUM	07/23/25	07/31/25
08/01/25 - 08/24/25	08/18/25	2M*	Aug	SUM	08/21/25	08/29/25
08/25/25 - 09/15/25	09/16/25	3M	Sept	FAL	09/22/25	09/30/25
09/16/25 - 10/15/25	10/16/25	4M	Oct	FAL	10/23/25	10/31/25
10/16/25 - 11/10/25	11/10/25	5M*	Nov	FAL	11/18/25	11/26/25
11/11/25 - 12/10/25	12/10/25	6S*	Dec	FAL	12/16/25	01/02/26
12/11/25 - 01/15/26	01/16/26	7M	Jan	WIN	01/22/26	01/30/26
01/16/26 - 02/15/26	02/17/26	8M	Feb	WIN/SPR	02/19/26	02/27/26
02/16/26 - 03/15/26	03/16/26	9M	Mar	SPR	03/23/26	03/31/26
03/16/26 - 04/15/26	04/16/26	10M	Apr	SPR	04/22/26	04/30/26
04/16/26 - 05/15/26	05/18/26	11M	May	SPR	05/20/26	05/29/26
05/16/26 - 06/30/26	06/16/26	12M*	June	SUM	06/22/26	06/30/26
*Classified and Certificated employees must project hours for these reporting periods						
"B" Pay Cycle						
Part-Time Certificated Faculty						
Reporting Period	Due Date	Pay Cycle	Pay Period	Faculty Pay Term	Pay Cycle Closure	Pay Date
05/16/25 - 06/15/25	06/17/25	12B	June	SPR/SUM	06/26/25	07/03/25
06/16/25 - 07/15/25	07/16/25	1B	July	SUM	07/29/25	08/04/25
07/16/25 - 08/15/25	08/18/25	2B	Aug	SUM	08/28/25	9/4/2025**
08/16/25 - 09/15/25	09/16/25	3B	Sept	FAL	09/29/25	10/03/25
09/16/25 - 10/15/25	10/16/25	4B	Oct	FAL	10/29/25	11/04/25
10/16/25 - 11/15/25	11/17/25	5B	Nov	FAL	12/01/25	12/05/25
11/16/25 - 12/15/25	12/16/25	6B	Dec	FAL	12/19/25	01/02/26
12/16/25 - 01/15/26	01/16/26	7B	Jan	FAL/WIN	01/29/26	02/04/26
01/16/26 - 02/15/26	02/17/26	8B	Feb	WIN/SPR	03/02/26	03/06/26
02/16/26 - 03/15/26	03/16/26	9B	Mar	SPR	03/30/26	04/03/26
03/16/26 - 04/15/26	04/16/26	10B	Apr	SPR	04/29/26	05/05/26
04/16/26 - 05/15/26	05/18/26	11B	May	SPR	05/29/26	06/04/26
05/16/26 - 06/15/26	06/16/26	12B	June	SPR/SUM	06/24/26	07/02/26
NOTE: Number of payments for each term depends on the start & end date per section **PAY DATE ONLY FOR SECTIONS ENDING AUG 2025						
"A" Pay Cycle						
Student - Short Term - Professional Expert Hourly						
Pay Period	Time Sheets Due to Payroll (non-students)	* Student Time Sheets Due To Local Department	Student Employment Svc. : Student Time Sheets Due to Payroll	Pay Cycle Closure	Pay Date	
06/01/25 - 06/30/25	07/01/25	*07/02/25	07/08/25	07/14/25	07/18/25	
07/01/25 - 07/31/25	08/01/25	*08/05/25	08/07/25	08/14/25	08/20/25	
08/01/25 - 08/31/25	09/02/25	*09/04/25	09/09/25	09/15/25	09/19/25	
09/01/25 - 09/30/25	10/01/25	*10/03/25	10/08/25	10/14/25	10/20/25	
10/01/25 - 10/31/25	11/03/25	*11/04/25	11/07/25	11/14/25	11/20/25	
11/01/25 - 11/30/25	12/01/25	*12/03/25	12/08/25	12/15/25	12/19/25	
12/01/25 - 12/31/25	01/02/26	*01/05/26	01/07/26	01/13/26	01/20/26	
01/01/26 - 01/31/26	02/02/26	*02/04/26	02/09/26	02/13/26	02/20/26	
02/01/26 - 02/28/26	03/02/26	*03/04/26	03/09/26	03/16/26	03/20/26	
03/01/25 - 03/31/26	04/01/26	*04/03/26	04/08/26	04/14/26	04/20/26	
04/01/26 - 04/30/26	05/01/26	*05/05/26	05/08/26	05/14/26	05/20/26	
05/01/26 - 05/31/26	06/01/26	*06/03/26	06/08/26	06/12/26	06/18/26	
* Students must submit to Student Employment Services by this date, See local campus calender for more details						
All timesheets must be filled out accurately and signed by employee. Late timesheets will result in payment processed on the next available pay cycle.						Rev. 5/31/2026