

FY2027 Salaried Timecards:

Time records for salaried employees are due at the Payroll Office by the FIRST working day of the month following the pay period. Salaried time records are important for determining applicable overtime pay and for maintaining accurate vacation, sick, and other leave balances.

Supervisors:

It is your responsibility to ensure that your employees' timecards are submitted and approved by the Time Entry Due Date as noted in the schedule below. Timecards not approved by the due date will result in inaccurate overtime calculations and incorrect leave balances.

Click to view the [HR Monthly Payroll Calendar and Timeline for all ePAF Forms and Hiring Proposals](#).

MONTHLY TIMECARD DEADLINES AND PAYROLL SCHEDULE

*Any changes to direct deposit information submitted after the stated deadline will be applied to the following payroll cycle.

Pay Period Start Date	Pay Period End Date	Time Entry Due Date	Direct Deposit Update Deadline*	Payday
9/1/2026	9/30/2026	10/1/2026	9/24/2026	10/1/2026
10/1/2026	10/31/2026	11/2/2026	10/26/2026	11/2/2026
11/1/2026	11/30/2026	12/1/2026	11/20/2026	12/1/2026
12/1/2026	12/31/2026	1/4/2027	12/17/2026	1/4/2027
1/1/2027	1/31/2027	2/1/2027	1/25/2027	2/1/2027
2/1/2027	2/28/2027	3/1/2027	2/22/2027	3/1/2027
3/1/2027	3/31/2027	4/1/2027	3/25/2027	4/1/2027
4/1/2027	4/30/2027	5/3/2027	4/26/2027	5/3/2027
5/1/2027	5/31/2027	6/1/2027	5/24/2027	6/1/2027
6/1/2027	6/30/2027	7/1/2027	6/24/2027	7/1/2027
7/1/2027	7/31/2027	8/2/2027	7/26/2027	8/2/2027
8/1/2027	8/31/2027	9/1/2027	8/25/2027	9/1/2027