

**FY2026 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.

**Monthly Timecard Deadlines and Payday Schedule**

**\*All newly hired employees will initially receive paper checks. 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
9/1/2025	9/30/2025	10/1/2025	9/25/2025	10/1/2025
10/1/2025	10/31/2025	11/3/2025	10/28/2025	11/3/2025
11/1/2025	11/30/2025	12/1/2025	11/24/2025	12/1/2025
12/1/2025	12/31/2025	1/5/2026	12/19/2025	1/2/2026
1/1/2026	1/31/2026	2/2/2026	1/27/2026	2/2/2026
2/1/2026	2/28/2026	3/2/2026	2/24/2026	3/2/2026
3/1/2026	3/31/2026	4/1/2026	3/26/2026	4/1/2026
4/1/2026	4/30/2026	5/1/2026	4/27/2026	5/1/2026
5/1/2026	5/31/2026	6/1/2026	5/26/2026	6/1/2026
6/1/2026	6/30/2026	7/1/2026	6/25/2026	7/1/2026
7/1/2026	7/31/2026	8/3/2026	7/28/2026	8/3/2026
8/16/2026	8/31/2026	9/1/2026	8/26/2026	9/1/2026