

FY2026 Semi-monthly Timecards:

Timecards for wage employees (hourly rate) are due on the last day of the pay period.

Payday is the 5th business day after the end of the timecard pay period.

Supervisors:

Please ensure that your employees' timecards are submitted and approved by the **Due Dates indicated below**; timecards not approved will delay your employees' pay until the next payroll cycle.

Semi-monthly Timecard Deadlines and Payday Schedule

*** If this due date falls on a weekend or holiday, submit your timecard on the Friday or business day before.**

*** 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 & Timecard Due Date *	Supervisor Approval Due by 3 pm	Direct Deposit Update Deadline *	Payday
9/1/2025	9/15/2025	9/16/2025	9/17/2025	9/22/2025
9/16/2025	9/30/2025	10/1/2025	10/2/2025	10/7/2025
10/1/2025	10/15/2025	10/16/2025	10/17/2025	10/22/2025
10/16/2025	10/31/2025	11/3/2025	11/4/2025	11/7/2025
11/1/2025	11/15/2025	11/17/2025	11/18/2025	11/21/2025
11/16/2025	11/30/2025	12/1/2025	12/2/2025	12/5/2025
12/1/2025	12/15/2025	12/16/2025	12/16/2025	12/22/2025
12/16/2025	12/31/2025	1/5/2026	1/6/2026	1/9/2026
1/1/2026	1/15/2026	1/16/2026	1/20/2026	1/23/2026
1/16/2026	1/31/2026	2/2/2026	2/3/2026	2/6/2026
2/1/2026	2/15/2026	2/16/2026	2/17/2026	2/20/2026
2/16/2026	2/28/2026	3/2/2026	3/3/2026	3/6/2026
3/1/2026	3/15/2026	3/16/2026	3/17/2026	3/20/2026
3/16/2026	3/31/2026	4/1/2026	4/2/2026	4/7/2026
4/1/2026	4/15/2026	4/16/2026	4/17/2026	4/22/2026
4/16/2026	4/30/2026	5/1/2026	5/4/2026	5/7/2026
5/1/2026	5/15/2026	5/18/2026	5/19/2026	5/22/2026
5/16/2026	5/31/2026	6/1/2026	6/2/2026	6/5/2026
6/1/2026	6/15/2026	6/16/2026	6/17/2026	6/23/2026
6/16/2026	6/30/2026	7/1/2026	7/2/2026	7/8/2026
7/1/2026	7/15/2026	7/16/2026	7/17/2026	7/22/2026
7/16/2026	7/31/2026	8/3/2026	8/4/2026	8/7/2026
8/1/2026	8/15/2026	8/17/2026	8/18/2026	8/21/2026
8/16/2026	8/31/2026	9/1/2026	9/2/2026	9/8/2026