

Academic Year 2025-2026 Bi-Weekly Pay Schedule

Check #	Payroll #	Pay Period Dates	PAF/FLAC Deadline	Timesheet Due Date	Approver Due Date	Pay Date	Notes
1	BW-18	8/16/2025 – 8/29/2025	8/19/2025	8/27/2025	8/28/2025	9/5/2025	Academic Affairs PAF Deadline for Full-Time Faculty appointments; Early deadlines for Labor Day holiday
2	BW-19	8/30/2025 – 9/12/2025	9/2/2025	9/12/2025	9/15/2025	9/19/2025	FLAC Deadline for Fall Full & Fall 1 st terms
3	BW-20	9/13/2025 – 9/26/2025	9/24/2025	9/26/2025	9/29/2025	10/3/2025	
4	BW-21	9/27/2025 – 10/10/2025	10/7/2025	10/9/2025	10/13/2025	10/17/2025	Early deadlines due to Fall Break
5	BW-22	10/11/2025 – 10/24/2025	10/14/2025	10/24/2025	10/27/2025	10/31/2025	FLAC Deadline for Fall 2 nd term; Deduction holiday
6	BW-23	10/25/2025 – 11/7/2025	11/5/2025	11/7/2025	11/10/2025	11/14/2025	
7	BW-24	11/8/2025 – 11/21/2025	11/14/2025	11/18/2025	11/19/2025	11/25/2025	Due dates/pay day changed for Thanksgiving break
8	BW-25	11/22/2025 – 12/5/2025	12/3/2025	12/5/2025	12/8/2025	12/12/2025	
9	BW-26	12/6/2025 – 12/19/2025	12/9/2025	12/11/2025	12/12/2025	12/26/2025	Early deadlines due to Christmas break
10	BW-01	12/20/2025 – 1/2/2026	12/15/2025	12/18/2025	1/5/2026	1/9/2026	Early deadlines due to Christmas break
11	BW-02	1/3/2026 – 1/16/2026	10/28/2025	1/14/2026	1/15/2026	1/23/2026	FLAC Deadline for WinterSession: Early deadlines due to MLK Holiday
12	BW-03	1/17/2026 – 1/30/2026	1/20/2026	1/30/2026	2/2/2026	2/6/2026	FLAC Deadline for Spring Full & Spring 1 st terms
13	BW-04	1/31/2026 – 2/13/2026	2/6/2026	2/10/2026	2/11/2026	2/20/2026	Early deadlines due to Mardi Gras break
14	BW-05	2/14/2026 – 2/27/2026	2/25/2026	2/27/2026	3/2/2026	3/6/2026	
15	BW-06	2/28/2026 – 3/13/2026	3/11/2026	3/13/2026	3/16/2026	3/20/2026	
16	BW-07	3/14/2026 – 3/27/2026	3/17/2026	3/24/2026	3/25/2026	4/2/2026	FLAC Deadline for Spring 2 nd term; Early deadlines & pay day changed for Easter break
17	BW-08	3/28/2026 – 4/10/2026	4/8/2026	4/10/2026	4/13/2026	4/17/2026	
18	BW-09	4/11/2026 – 4/24/2026	4/22/2026	4/24/2026	4/27/2026	5/1/2026	
19	BW-10	4/25/2026 – 5/8/2026	5/6/2026	5/8/2026	5/11/2026	5/15/2026	Last pay date for 9-month salary schedule
20	BW-11	5/9/2026 – 5/22/2026	5/15/2026	Summer	Summer	5/29/2026	Early deadlines due to Memorial Day
21	BW-12	5/23/2026 – 6/5/2026	6/3/2026	Summer	Summer	6/12/2026	
22	BW-13	6/6/2026 – 6/19/2026	6/9/2026	Summer	Summer	6/26/2026	FLAC Deadline for Summer 1 st term
23	BW-14	6/20/2026 – 7/3/2026	6/30/2026	Summer	Summer	7/10/2026	Early deadlines due to July 4 th holiday
24	BW-15	7/4/2026 – 7/17/2026	7/15/2026	Summer	Summer	7/24/2026	
25	BW-16	7/18/2026 – 7/31/2026	7/21/2026	Summer	Summer	8/7/2026	FLAC Deadline for Summer 2 nd term
26	BW-17	8/1/2026 – 8/14/2026	8/12/2026	Summer	Summer	8/21/2026	Last pay date for faculty on salary deferral

***Timesheets must be submitted by end of day (11:59pm) on due date**

***Approvers must approve by 12:00 PM on due date**

***Dates are subject to change based on our academic schedule**