

2026 Bi-Weekly Pay Schedule

Payroll #	Pay Period Dates	PAF / EPAF Deadline to HR	Timesheet Due Date	Approver Due Date	Pay Date	Notes
1	12/20/2025 – 1/2/2026	12/9/2025	12/18/2025	1/5/2026	1/9/2026	Early deadlines due to Christmas break
2	1/3/2026 – 1/16/2026	1/12/2026	1/14/2026	1/15/2026	1/23/2026	Early deadlines due to MLK Holiday
3	1/17/2026 – 1/30/2026	1/28/2026	1/30/2026	2/2/2026	2/6/2026	
4	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
5	2/14/2026 – 2/27/2026	2/25/2026	2/27/2026	3/2/2026	3/6/2026	
6	2/28/2026 – 3/13/2026	3/11/2026	3/13/2026	3/16/2026	3/20/2026	
7	3/14/2026 – 3/27/2026	3/20/2026	3/24/2026	3/25/2026	4/2/2026	Early deadlines & pay day changed for Easter break
8	3/28/2026 – 4/10/2026	4/8/2026	4/10/2026	4/13/2026	4/17/2026	
9	4/11/2026 – 4/24/2026	4/22/2026	4/24/2026	4/27/2026	5/1/2026	
10	4/25/2026 – 5/8/2026	5/6/2026	5/8/2026	5/11/2026	5/15/2026	Final payroll for 9-month faculty
11	5/9/2026 – 5/22/2026	5/18/2026	5/20/2026	5/21/2026	5/29/2026	Deduction holiday; Early deadlines due to Memorial Day
12	5/23/2026 – 6/5/2026	6/3/2026	6/5/2026	6/8/2026	6/12/2026	
13	6/6/2026 – 6/19/2026	6/16/2026	6/18/2026	6/22/2026	6/26/2026	Early deadlines due to Juneteenth closure
14	6/20/2026 – 7/3/2026	6/30/2026	7/2/2026	7/6/2026	7/10/2026	Early deadlines due to July 4 th Holiday
15	7/4/2026 – 7/17/2026	7/15/2026	7/17/2026	7/20/2026	7/24/2026	
16	7/18/2026 – 7/31/2026	7/29/2026	7/31/2026	8/3/2026	8/7/2026	
17	8/1/2026 – 8/14/2026	8/12/2026	8/14/2026	8/17/2026	8/21/2026	
18	8/15/2026 – 8/28/2026	8/25/2026	8/28/2026	8/31/2026	9/4/2026	Early deadlines due to start of Fall semester
19	8/29/2026 – 9/11/2026	9/9/2026	9/11/2026	9/14/2026	9/18/2026	
20	9/12/2026 – 9/25/2026	9/23/2026	9/25/2026	9/28/2026	10/2/2026	
21	9/26/2026 – 10/9/2026	10/6/2026	10/8/2026	10/12/2026	10/16/2026	Early deadlines due to Fall Break
22	10/10/2026 – 10/23/2026	10/21/2026	10/23/2026	10/26/2026	10/30/2026	Deduction holiday
23	10/24/2026 – 11/6/2026	11/4/2026	11/6/2026	11/9/2026	11/13/2026	
24	11/7/2026 – 11/20/2026	11/13/2026	11/17/2026	11/18/2026	11/24/2026	Due dates/pay day changed for Thanksgiving holiday break
25	11/21/2026 – 12/4/2026	12/2/2026	12/4/2026	12/7/2026	12/11/2026	
26	12/5/2026 – 12/18/2026	12/8/2026	12/8/2026	12/11/2026	12/23/2026	Early deadlines/pay day changed due to Christmas holidays

***EPAFs must be Approved by all approvers in the routing queue on due date**

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

***Approvers must approve timesheets by 12:00 NOON on due date**

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