

## Semi-Monthly Payroll Schedule 2026

Below is the payroll schedule for 12 Month exempt staff and faculty who are paid semi-monthly. Employees who are assigned to Time Entry are required to submit time each pay cycle, regardless of leave usage.

Submission of Time Entry is due no later than **10:00 AM** on Due Date shown. Supervisors must approve no later than **4:30 PM** on Due Date shown.

**2025 Paid Holidays:** New Year's Day (01/01/2026), Martin Luther King Day (01/19/2026), Good Friday (04/03/2026), Easter Monday (04/06/2026), Memorial Day (05/25/2026), Juneteenth (06/19/2026), Independence Day (07/03/2026), Labor Day (09/07/2026), Day Before Thanksgiving, Thanksgiving Day and Day After Thanksgiving (11/25-11/27/2026), Christmas Eve (12/24/2026), Christmas Day (12/25/2026), Feast of the Immaculate Conception (12/28/2026).

Pay Period Start	Pay Period End	Time Entry Due Date	Pay Date
01/01/2026	01/15/2026	01/07/2026	01/15/2026
01/16/2026	01/31/2026	01/22/2026	01/30/2026
02/01/2026	02/15/2026	02/05/2026	02/13/2026
02/16/2026	02/28/2026	02/19/2026	02/27/2026
03/01/2026	03/15/2026	03/05/2026	03/13/2026
03/16/2026	03/31/2026	03/23/2026	03/31/2026
04/01/2026	04/15/2026	04/07/2026	04/15/2026
04/16/2026	04/30/2026	04/22/2026	04/30/2026
05/01/2026	05/15/2026	05/07/2026	05/15/2026
05/16/2026	05/31/2026	05/21/2026	05/29/2026
06/01/2026	06/15/2026	06/05/2026	06/15/2026
06/16/2026	06/30/2026	06/22/2026	06/30/2026
07/01/2026	07/15/2026	07/07/2026	07/15/2026
07/16/2026	07/31/2026	07/23/2026	07/31/2026
08/01/2026	08/15/2026	08/06/2026	08/14/2026
08/16/2026	08/31/2026	08/21/2026	08/31/2026
09/01/2026	09/15/2026	09/04/2026	09/15/2026
09/16/2026	09/30/2026	09/22/2026	09/30/2026
10/01/2026	10/15/2026	10/07/2026	10/15/2026
10/16/2026	10/31/2026	10/22/2026	10/30/2026
11/01/2026	11/15/2026	11/05/2026	11/13/2026
11/16/2026	11/30/2026	11/20/2026	11/30/2026
12/01/2026	12/15/2026	12/07/2026	12/15/2026
12/16/2026	12/31/2026	NA*	12/31/2026

\*The final pay of 2026 will be processed early due to year end. No online submission of time will be possible. Leave time can be reported via email.