



FY-2026 Semi-Monthly (S1) Processing

Students, Hourly and Non-Student Non-Regular (NSNR) Employees

Pay period Number	Pay Period	Employees (1) Time Entry	Supervisors (2) Time Approval	PAYROLL & TAX COMPLIANCE			
				Payroll Processing	SAP Locked	Reimb to State	Pay Date
1	Sep 1-15	Sep 15	Sep 18	Sep 19-22	Sep 23	Sep 24	Sep 30
2	Sep 16-30	Sep 30	Oct 6	Oct 7-8	Oct 9	Oct 10	Oct 15
3	Oct 1-15	Oct 15	Oct 17	Oct 18-21	Oct 22	Oct 23	Oct 31
4	Oct 16-31	Oct 31	Nov 4	Nov 5-6	Nov 7	Nov 10	Nov 17
5	Nov 1-15	Nov 15	Nov 17*	Nov 18-19	Nov 20	Nov 21	Nov 28
6	Nov 16-30	Nov 30	Dec 4	Dec 5-8	Dec 9	Dec 10	Dec 15
7	Dec 1-15	Dec 15	Dec 16	Dec-17	Dec 18	Dec 19	Dec 31
8	Dec 16-31	Dec 31	Jan 6	Jan 7-8	Jan 9	Jan 12	Jan 15
9	Jan 1-15	Jan 15	Jan 20	Jan 21-22	Jan 23	Jan 26	Jan 30
10	Jan 16-31	Jan 31	Feb 4	Feb 5-6	Feb 9	Feb 10	Feb 17
11	Feb 1-15	Feb 15	Feb 18	Feb-19	Feb 20	Feb 23	Feb 27
12	Feb 16-28	Feb 28	Mar 5	Mar 6-9	Mar 10	Mar 11	Mar 16
13	Mar 1-15	Mar 15	Mar 23*	Mar 23-24	Mar 25	Mar 26	Mar 31
14	Mar 16-31	Mar 31	Apr 3	Apr 6-7	Apr 8	Apr 9	Apr 15
15	Apr 1-15	Apr 15	Apr 17	Apr 20-21	Apr 22	Apr 23	Apr 30
16	Apr 16-30	Apr 30	May 5	May 6-7	May 8	May 11	May 15
17	May 1-15	May 15	May 19	May-20	May 21	May 22	May 29
18	May 16-31	May 31	Jun 3	Jun 4-5	Jun 8	Jun 9	Jun 15
19	Jun 1-15	Jun 15	Jun 17	Jun 18-19	Jun 22	Jun 23	Jun 30
20	Jun 16-30	Jun 30	Jul 3	Jul 6-7	Jul 8	Jul 9	Jul 15
21	Jul 1-15	Jul 15	Jul 17	Jul 20-21	Jul 22	Jul 23	Jul 31
22	Jul 16-31	Jul 31	Aug 5	Aug 6-7	Aug 10	Aug 11	Aug 17
23	Aug 1-15	Aug 15	Aug 19	Aug 20-21	Aug 24	Aug 25	Aug 31
24	Aug 16-31	Aug 31	Sep 3*	Sep 4-7	Sep 8	Sep 9	Sep 15

*** Time approvals for the period deviate from the normal Schedule - Pay particular attention to these deadlines. ***

(1) Employees: Time Entry for the current pay period is due on the current pay period end date:

For example, the Pay Period 9/1 – 9/15, the time entry is due by 9/15. Any time entered after the above due dates will be processed the following pay date.

(2) Supervisors: Any time approved after the dates indicated above, will be processed the following pay date.