

FY 2026 Payroll Deadlines

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

Provide each Student, Hourly, and Non-Student Non-regular employee with a copy of these deadlines and post this information in your office and on your website. For other payroll information, view our website at: <http://www.txstate.edu/payroll/>, call (512) 245-2543 or visit us in the **JC Kellam Building, 5th floor, Room 582.**

| Pay Period | Employees (1) Time Entry | Supervisors (2) Time Approval | Pay Date |
|------------|-----------------------------|----------------------------------|----------|
| Sep 1-15 | Sep 15 | Sep 18 | Sep 30 |
| Sep 16-30 | Sep 30 | Oct 6 | Oct 15 |
| Oct 1-15 | Oct 15 | Oct 17 | Oct 31 |
| Oct 16-31 | Oct 31 | Nov 4 | Nov 17 |
| Nov 1-15 | Nov 15 | Nov 17* | Nov 28 |
| Nov 16-30 | Nov 30 | Dec 4 | Dec 15 |
| Dec 1-15 | Dec 15 | Dec 16* | Dec 31 |
| Dec 16-31 | Dec 31 | Jan 6 | Jan 15 |
| Jan 1-15 | Jan 15 | Jan 20 | Jan 30 |
| Jan 16-31 | Jan 31 | Feb 4 | Feb 17 |
| Feb 1-15 | Feb 15 | Feb 18* | Feb 27 |
| Feb 16-28 | Feb 28 | Mar 5 | Mar 16 |
| Mar 1-15 | Mar 15 | Mar 23* | Mar 31 |
| Mar 16-31 | Mar 31 | Apr 3 | Apr 15 |
| Apr 1-15 | Apr 15 | Apr 17 | Apr 30 |
| Apr 16-30 | Apr 30 | May 5 | May 15 |
| May 1-15 | May 15 | May 19 | May 29 |
| May 16-31 | May 31 | Jun 3 | Jun 15 |
| Jun 1-15 | Jun 15 | Jun 17 | Jun 30 |
| Jun 16-30 | Jun 30 | Jul 3 | Jul 15 |
| Jul 1-15 | Jul 15 | Jul 17 | Jul 31 |
| Jul 16-31 | Jul 31 | Aug 5 | Aug 17 |
| Aug 1-15 | Aug 15 | Aug 19 | Aug 31 |
| Aug 16-31 | Aug 31 | Sep 3* | Sep 15 |

* Time approvals for the period deviate from the normal schedule - pay attention to these deadlines.

(1) **Employees:** Time Entry is due on the **current pay period end date**: For example, the time entry for the **pay period September 1 to 15** is due by **September 15**. Any time entered after the above due dates will be processed on the following pay date.

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

Special payment instructions for pay date December 31, 2024, only:

Direct Deposit (ACH) - Employees will receive their automatic bank deposit as usual.

Paper Checks will be mailed to the employee's home address on file via the U.S. Postal Service. To request a check to be pick-up at SBS, the employees must send an email by December 31, 2024, to: payroll@txstate.edu and the check will be available for pick-up at SBS on January 2, 2025, when the University reopens for business.