



FY-2027 Semi-Monthly (S1) Processing
Students, Hourly and Non-Student Non-Regular (NSNR) Employees

Period Number	Pay Period	Employees (1) Time Entry	Supervisors (2) Time Approval	Payroll Processing	SAP Locked	USAS Reimb to State	Pay Date
1	Sep 1-15	Sep 15	Sep 18	Sep 21-22	Sep 23	Sep 24	Sep 30
2	Sep 16-30	Sep 30	Oct 5	Oct 6-7	Oct 8	Oct 9	Oct 15
3	Oct 1-15	Oct 15	Oct 20	Oct 21-22	Oct 23	Oct 26	Oct 30
4	Oct 16-31	Oct 31	Nov 4	Nov 5-6	Nov 9	Nov 10	Nov 16
5	Nov 1-15	Nov 15	Nov 17*	Nov 18-19	Nov 20	Nov 23	Nov 30
6	Nov 16-30	Nov 30	Dec 3	Dec 4-7	Dec 8	Dec 9	Dec 15
7	Dec 1-15	Dec 15	Dec 16*	Dec 15-16	Dec 17	Dec 18	Dec 31
8	Dec 16-31	Dec 31	Jan 05*	Jan 6-7	Jan 8	Jan 11	Jan 15
9	Jan 1-15	Jan 15	Jan 19*	Jan 20-21	Jan 22	Jan 25	Jan 29
10	Jan 16-31	Jan 31	Feb 3	Feb 4-5	Feb 8	Feb 9	Feb 16
11	Feb 1-15	Feb 15	Feb 17	Feb 17-18	Feb 19	Feb 22	Feb 26
12	Feb 16-28	Feb 28	Mar 3	Mar 4-5	Mar 8	Mar 9	Mar 15
13	Mar 1-15	Mar 15	Mar 18*	Mar 19-22	Mar 23	Mar 24	Mar 31
14	Mar 16-31	Mar 31	Apr 5	Apr 6-7	Apr 8	Apr 9	Apr 15
15	Apr 1-15	Apr 15	Apr 20	Apr 21-22	Apr 23	Apr 26	Apr 30
16	Apr 16-30	Apr 30	May 5	May 6-7	May 10	May 11	May 17
17	May 1-15	May 15	May 18	May 19-20	May 21	May 24	May 28
18	May 16-31	May 31	Jun 3	Jun 4-7	Jun 8	Jun 9	Jun 15
19	Jun 1-15	Jun 15	Jun 17	Jun 18-21	Jun 22	Jun 23	Jun 30
20	Jun 16-30	Jun 30	Jul 5	Jul 6-7	Jul 8	Jul 9	Jul 15
21	Jul 1-15	Jul 15	Jul 20	Jul 21-22	Jul 23	Jul 26	Jul 30
22	Jul 16-31	Jul 31	Aug 4	Aug 5-6	Aug 9	Aug 10	Aug 16
23	Aug 1-15	Aug 15	Aug 18	Aug 19-20	Aug 23	Aug 24	Aug 31
24	Aug 16-31	Aug 31	Sep 3	Sep 7-8	Sep 9	Sep 10	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.