

FY-2027 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 5	Oct 15
Oct 1-15	Oct 15	Oct 20	Oct 30
Oct 16-31	Oct 31	Nov 4	Nov 16
Nov 1-15	Nov 15	Nov 17*	Nov 30
Nov 16-30	Nov 30	Dec 3	Dec 15
Dec 1-15	Dec 15	Dec 16*	Dec 31
Dec 16-31	Dec 31	Jan 05*	Jan 15
Jan 1-15	Jan 15	Jan 19*	Jan 29
Jan 16-31	Jan 31	Feb 3	Feb 16
Feb 1-15	Feb 15	Feb 17	Feb 26
Feb 16-28	Feb 28	Mar 3	Mar 15
Mar 1-15	Mar 15	Mar 18*	Mar 31
Mar 16-31	Mar 31	Apr 5	Apr 15
Apr 1-15	Apr 15	Apr 20	Apr 30
Apr 16-30	Apr 30	May 5	May 17
May 1-15	May 15	May 18	May 28
May 16-31	May 31	Jun 3	Jun 15
Jun 1-15	Jun 15	Jun 17	Jun 30
Jun 16-30	Jun 30	Jul 5	Jul 15
Jul 1-15	Jul 15	Jul 20	Jul 30
Jul 16-31	Jul 31	Aug 4	Aug 16
Aug 1-15	Aug 15	Aug 18	Aug 31
Aug 16-31	Aug 31	Sep 3	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.