



## FY-2026 Semi-Monthly (S1) Processing

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

| Pay period Number | Pay Period | Employees (1)<br>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                | <b>Sep 23</b> | Sep 24         | Sep 30   |
| 2                 | Sep 16-30  | Sep 30                      | Oct 6                         | Oct 7-8                  | <b>Oct 9</b>  | Oct 10         | Oct 15   |
| 3                 | Oct 1-15   | Oct 15                      | Oct 17                        | Oct 23-24                | <b>Oct 27</b> | Oct 28         | Oct 31   |
| 4                 | Oct 16-31  | Oct 31                      | Nov 4                         | Nov 5-6                  | <b>Nov 7</b>  | Nov 10         | Nov 17   |
| 5                 | Nov 1-15   | Nov 15                      | Nov 17*                       | Nov 18-19                | <b>Nov 20</b> | Nov 21         | Nov 28   |
| 6                 | Nov 16-30  | Nov 30                      | Dec 4                         | Dec 5-8                  | <b>Dec 9</b>  | Dec 10         | Dec 15   |
| 7                 | Dec 1-15   | Dec 15                      | Dec 16*                       | Dec-17                   | <b>Dec 18</b> | Dec 19         | Dec 31   |
| 8                 | Dec 16-31  | Dec 31                      | Jan 6                         | Jan 7-8                  | <b>Jan 9</b>  | Jan 12         | Jan 15   |
| 9                 | Jan 1-15   | Jan 15                      | Jan 20                        | Jan 21-22                | <b>Jan 23</b> | Jan 26         | Jan 30   |
| 10                | Jan 16-31  | Jan 31                      | Feb 4                         | Feb 5-6                  | <b>Feb 9</b>  | Feb 10         | Feb 17   |
| 11                | Feb 1-15   | Feb 15                      | Feb 18*                       | Feb-19                   | <b>Feb 20</b> | Feb 23         | Feb 27   |
| 12                | Feb 16-28  | Feb 28                      | Mar 5                         | Mar 6-9                  | <b>Mar 10</b> | Mar 11         | Mar 16   |
| 13                | Mar 1-15   | Mar 15                      | Mar 23*                       | Mar 23-24                | <b>Mar 25</b> | Mar 26         | Mar 31   |
| 14                | Mar 16-31  | Mar 31                      | Apr 3                         | Apr 6-7                  | <b>Apr 8</b>  | Apr 9          | Apr 15   |
| 15                | Apr 1-15   | Apr 15                      | Apr 17                        | Apr 20-21                | <b>Apr 22</b> | Apr 23         | Apr 30   |
| 16                | Apr 16-30  | Apr 30                      | May 5                         | May 6-7                  | <b>May 8</b>  | May 11         | May 15   |
| 17                | May 1-15   | May 15                      | May 19                        | May-20                   | <b>May 21</b> | May 22         | May 29   |
| 18                | May 16-31  | May 31                      | Jun 3                         | Jun 4-5                  | <b>Jun 8</b>  | Jun 9          | Jun 15   |
| 19                | Jun 1-15   | Jun 15                      | Jun 17                        | Jun 18-19                | <b>Jun 22</b> | Jun 23         | Jun 30   |
| 20                | Jun 16-30  | Jun 30                      | Jul 3                         | Jul 6-7                  | <b>Jul 8</b>  | Jul 9          | Jul 15   |
| 21                | Jul 1-15   | Jul 15                      | Jul 17                        | Jul 20-21                | <b>Jul 22</b> | Jul 23         | Jul 31   |
| 22                | Jul 16-31  | Jul 31                      | Aug 5                         | Aug 6-7                  | <b>Aug 10</b> | Aug 11         | Aug 17   |
| 23                | Aug 1-15   | Aug 15                      | Aug 19                        | Aug 20-21                | <b>Aug 24</b> | Aug 25         | Aug 31   |
| 24                | Aug 16-31  | Aug 31                      | Sep 3*                        | Sep 4-7                  | <b>Sep 8</b>  | 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.