

Month	Employee Timesheet Submission Due Date (by 4:00 p.m.)	Timesheet Approval Due Date (by 4:00 p.m.)	Payroll Date
September 2025	9/10/2025	9/12/2025	9/30/2025
October 2025	10/10/2025	10/13/2025	10/31/2025
November 2025	11/10/2025	11/12/2025	11/26/2025
December 2025	12/10/2025	12/12/2025	12/30/2025
January 2026	1/12/2026	1/14/2026	1/30/2026
February 2026	2/10/2026	2/12/2026	2/27/2026
March 2026	3/10/2026	3/12/2026	3/31/2026
April 2026	4/10/2026	4/13/2026	4/30/2026
May 2026	5/11/2026	5/13/2026	5/29/2026
June 2026	6/10/2026	6/12/2026	6/30/2026
July 2026	7/10/2026	7/13/2026	7/31/2026
August 2026	8/10/2026	8/12/2026	8/31/2026