

Monthly Payroll Schedule 2025 - 2026

Payroll Month	Campus Cut Off Date	HR Cut Off Date	Pay Date
Sept	08/29/2025	9/5/2025	9/15/2025
Oct	10/1/2025	10/7/2025	10/15/2025
Nov	10/31/2025	11/6/2025	11/14/2025
Dec	12/2/2025	12/5/2025	12/15/2025
Jan	12/19/2025	1/8/2026	1/15/2026
Feb	1/30/2026	2/6/2026	2/13/2026
March	2/27/2026	3/6/2026	3/13/2026
April	4/1/2026	4/8/2026	4/15/2026
May	5/1/2026	5/8/2026	5/15/2026
June	6/1/2026	6/5/2026	6/15/2026
July	7/1/2026	7/7/2026	7/15/2026
August	8/3/2026	8/7/2026	8/14/2026

**** The dates above, apply to all True Time time sheets and extra duty time sheets. Items not received in the payroll office by the due date will be processed with the following month payroll.**

The above schedule is for all new banking information, W4 changes and any other new information that effects your pay.

*****TrueTime Timesheet Import and Submission:**

4 Day Work Weeks: Import will be done on Tuesday and timesheets are due by noon on Wednesday.

5 Day Work Weeks: Import will be on Monday and timesheets are due by noon Tuesday.