

Full-time Employee Payroll Time Entry & Approval Schedule

Fiscal Year 2025-2026

Month	Year	Pay Period	Holiday Leave (Academic Calendar)	Employee Time Off Request Due Date*	Supervisor Time Off Request Approval Due Date	Pay Date	Adjusted Paper Timesheet Due Date **
Sep	2025	09/01-09/30	Labor Day 09/01	09/19/2025	09/22/2025	09/30	10/07/2025
Oct	2025	10/01-10/31		10/22/2025	10/23/2025	10/31	11/07/2025
Nov	2025	11/01-11/30	Thanksgiving 11/27-11/28	11/17/2025	11/18/2025	11/26	12/05/2025
Dec	2025	12/01-12/31	Winter Break 12/12-12/31	12/02/2025	12/03/2025	12/11	01/08/2026
Jan	2026	01/01-01/31	Winter Break 01/01 & MLK Day 01/19	01/21/2026	01/22/2026	01/30	02/06/2026
Feb	2026	02/01-02/28		02/18/2026	02/19/2026	02/27	03/06/2026
Mar	2026	03/01-03/31	Sp Break 03/09-03/15	03/20/2026	03/23/2026	03/31	04/07/2026
Apr	2026	04/01-04/30	Sp Holiday 04/03	04/21/2026	04/22/2026	04/30	05/07/2026
May	2026	05/01-05/31	Memorial Day 05/25	05/19/2026	05/20/2026	05/29	06/05/2026
Jun	2026	06/01-06/30	Juneteenth 06/19	06/17/2026	06/18/2026	06/30	07/08/2026
Jul	2026	07/01-07/31	Independence Day 07/03	07/22/2026	07/23/2026	07/31	08/07/2026
Aug	2026	08/01-08/31		08/20/2026	08/21/2026	08/31	09/08/2026

Please add these due dates to your calendar.

* Project leave time you will be using for the entire month after timesheet due date.

** Any leave time corrections must be submitted to Human Resources via paper timesheet.
The paper timesheet is located in COMSync (formerly I: Drive) under Campus Forms/Timesheet folder.

Faculty:	9-month - Complete Time Off Requests for May and August
Faculty & Staff:	10.5-month - Complete Time Off Requests for May, June or July (depending on your summer work schedule), and August.