



**FY 2025-2026 Time Card Schedule
Full Time Current / Faculty**

Supervisors: Please ensure that employees' timecards are submitted and approved by the Due Dates indicated below; failure to approve may delay employees' pay until the next payroll cycle.

	Payroll Period	Time Cards Due by 10 am	HR Notes Due Date	Pay Date at or before 5pm	Holidays
1	09/01/25 - 09/15/25	09/02/25	09/02/25	09/15/25	Labor Day Sept. 1
2	09/16/25 - 09/30/25	09/16/25	09/16/25	09/30/25	
3	10/01/25 - 10/15/25	10/01/25	10/01/25	10/15/25	
4	10/16/25 - 10/31/25	10/16/25	10/16/25	10/31/25	
5	11/01/25 - 11/15/25	11/03/25	11/03/25	11/14/25	
6	11/16/25 - 11/30/25	11/17/25	11/17/25	11/28/25	Thanksgiving Nov 26, 27 & 28
7	12/01/25 - 12/15/25	12/01/25	12/01/25	12/15/25	
8	12/16/25 - 12/31/25	12/16/25	12/16/25	12/31/25	Winter Break Dec. 22 - Jan. 2
9	01/01/26 - 01/15/26	01/05/26	01/05/26	01/15/26	
10	01/16/26 - 01/31/26	01/16/26	01/16/26	01/30/26	
11	02/01/26 - 02/15/26	02/02/26	02/02/26	02/13/26	
12	02/16/26 - 02/28/26	02/16/26	02/16/26	02/27/26	Charro Day February 27
13	03/01/26 - 03/15/26	03/02/26	03/02/26	03/13/26	
14	03/16/26 - 03/31/26	03/13/26	03/23/26	03/31/26	Spring Break Mar. 16-20
15	04/01/26 - 04/15/26	04/01/26	04/01/26	04/15/26	Semester Break April 03
16	04/16/26 - 04/30/26	04/16/26	04/16/26	04/30/26	
17	05/01/26 - 05/15/26	05/01/26	05/18/26	05/15/26	
18	05/16/26 - 05/31/26	05/18/26	06/01/26	05/29/26	Memorial Day May 25
19	06/01/26 - 06/15/26	06/01/26	06/02/26	06/15/26	
20	06/16/26 - 06/30/26	06/16/26	06/16/26	06/30/26	
21	07/01/26 - 07/15/26	07/01/26	07/01/26	07/15/26	Independence Day Jul 3
22	07/16/26 - 07/31/26	07/16/26	07/16/26	07/31/26	
23	08/01/26 - 08/15/26	08/03/26	08/03/26	08/14/26	
	08/16/26 - 08/31/26	08/17/26	08/17/26	08/31/26	
24	09/01/26 - 09/15/26	09/01/26	09/01/26	09/15/25	

*Payroll Schedule may be subject to change.
New hires starting 08/01/19 will be paid in Arrears.*

***APPROVED WORKLOAD & PAY AUTHORIZATIONS MUST BE SUBMITTED
TO HUMAN RESOURCES 3 WORK DAYS BEFORE TIMECARD DUE DATE***