



FY 2026-2027 Time Card Schedule

Arrears Staff Employees

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
9/1/2026	-	09/15/26	09/16/26	09/16/26	09/30/26	Labor Day Sept. 7
9/16/2026	-	09/30/26	10/01/26	10/01/26	10/15/26	
10/1/2026	-	10/15/26	10/16/26	10/16/26	10/30/26	
10/16/2026	-	10/31/26	11/02/26	11/02/26	11/13/26	
11/1/2026	-	11/15/26	11/16/26	11/16/26	11/30/26	
11/16/2026	-	11/30/26	12/01/26	12/01/26	12/15/26	Thanksgiving Nov 25, 26 & 27
12/1/2026	-	12/15/26	12/16/26	12/16/26	12/31/26	
12/16/2026	-	12/31/26	01/04/27	01/04/27	01/15/27	Winter Break Dec. 21 - Jan. 1
1/1/2027	-	01/15/27	01/18/27	01/18/27	01/29/27	
1/16/2027	-	01/31/27	02/01/27	02/01/27	02/15/27	
2/1/2027	-	02/15/27	02/16/27	02/16/27	02/26/27	
2/16/2027	-	02/28/27	03/01/27	03/01/27	03/15/27	Charro Day February 26
3/1/2027	-	03/15/27	03/16/27	03/16/27	03/31/27	
3/16/2027	-	03/31/27	04/01/27	04/01/27	04/15/27	Spring Break Mar. 15-21
4/1/2027	-	04/15/27	04/16/27	04/16/27	04/30/27	Semester Break March 26
4/16/2027	-	04/30/27	05/03/27	05/03/27	05/14/27	
5/1/2027	-	05/15/27	05/17/27	05/17/27	05/31/27	
5/16/2027	-	05/31/27	06/01/27	06/01/27	06/15/27	Memorial Day May 31
6/1/2027	-	06/15/27	06/16/27	06/16/27	06/30/27	
6/16/2027	-	06/30/27	07/01/27	07/01/27	07/15/27	
7/1/2027	-	07/15/27	07/16/27	07/16/27	07/30/27	Independence Day Jul 5
7/16/2027	-	07/31/27	08/02/27	08/02/27	08/13/27	
8/1/2027	-	08/15/27	08/16/27	08/16/27	08/31/27	
8/16/2027	-	08/31/27	09/01/27	09/01/27	09/15/27	
9/1/2027	-	09/15/27	09/16/27	09/16/27	09/30/27	Labor Day Sept. 6

Payroll Schedule may be subject to change.

New hires starting 08/01/19 will be paid in Arrears.