

STUDENT PAYROLL SCHEDULE (2025-2026)

PAY PERIOD DATES	SUBMISSION DATE HR DOCUMENTS DUE TO HR BY 3:00pm	SUBMISSION DATE TIME CARDS DUE TO MANAGER BY 1:00pm	SUBMISSION DATE TIME CARDS DUE TO PAYROLL BY 9:00am	PAY DATE	Holidays/Breaks
DOCUMENTS/TIME CARDS DUE EARLY					
05/17/25 - 05/30/25	05/30/25	05/30/25	06/02/25	06/13/25	
05/31/25 - 06/13/25	05/30/25	06/13/25	06/16/25	06/27/25	
06/14/25 - 06/27/25	06/13/25	06/27/25	06/30/25	07/11/25	
06/28/25 - 07/11/25	06/27/25	07/11/25	07/14/25	07/25/25	
07/12/25 - 07/25/25	07/11/25	07/25/25	07/28/25	08/08/25	
07/26/25 - 08/08/25	07/25/25	08/08/25	08/11/25	08/22/25	
08/09/25 - 08/22/25	08/08/25	08/22/25	08/25/25	09/05/25	
08/23/25 - 09/05/25	08/22/25	09/05/25	09/08/25	09/19/25	
09/06/25 - 09/19/25	09/05/25	09/19/25	09/22/25	10/03/25	
09/20/25 - 10/03/25	09/19/25	10/03/25	10/06/25	10/17/25	
10/04/25 - 10/17/25	10/03/25	10/17/25	10/20/25	10/31/25	
10/18/25 - 10/31/25	10/17/25	10/31/25	11/03/25	11/14/25	
11/01/25 - 11/14/25	10/31/25	11/14/25	11/17/25	11/28/25	
11/15/25 - 11/28/25	11/14/25	11/28/25	12/01/25	12/12/25	
11/29/25 - 12/12/25	11/28/25	12/12/25	12/15/25	12/26/25	
12/13/25 - 12/26/25	12/12/25	12/26/25	12/29/25	01/09/26	
12/27/25 - 01/09/26	12/26/25	01/09/26	01/12/26	01/23/26	
01/10/26 - 01/23/26	01/09/26	01/23/26	01/26/26	02/06/26	
01/24/26 - 02/06/26	01/23/26	02/06/26	02/09/26	02/20/26	
02/07/26 - 02/20/26	02/06/26	02/20/26	02/23/26	03/06/26	
02/21/26 - 03/06/26	02/20/26	03/06/26	03/09/26	03/20/26	
03/07/26 - 03/20/26	03/06/26	03/20/26	03/23/26	04/03/26	
03/21/26 - 04/03/26	03/20/26	04/03/26	04/06/26	04/17/26	
04/04/26 - 04/17/26	04/03/26	04/17/26	04/20/26	05/01/26	
04/18/26 - 05/01/26	04/17/26	05/01/26	05/04/26	05/15/26	
05/02/26 - 05/15/26	05/01/26	05/15/26	05/18/26	05/29/26	
05/16/26 - 05/29/26	05/15/26	05/29/26	06/01/26	06/12/26	
05/30/26 - 06/12/26	05/29/26	06/12/26	06/15/26	06/26/26	
06/13/26 - 06/26/26	06/12/26	06/26/26	06/29/26	07/10/26	
06/27/26 - 07/10/26	06/26/26	07/10/26	07/13/26	07/24/26	
07/11/26 - 07/24/26	07/10/26	07/24/26	07/27/26	08/07/26	
07/25/26 - 08/07/26	07/24/26	08/07/26	08/10/26	08/21/26	
08/08/26 - 08/21/26	08/07/26	08/21/26	08/24/26	09/04/26	
OBSERVED HOLIDAYS/BREAKS					
Memorial Day - May 27, 2025					
Juneteenth - June 19, 2025					
Independence Day - July 4, 2025					
Labor Day - September 1, 2025					
Veterans Day - November 11, 2025					
Thanksgiving - November 26-27, 2025					
Christmas Holiday - December 24 & 25, 2025					
Winter Break - December 26-31, 2025					
New Year - January 1, 2026					
Martin Luther King Day - January 19, 2026					
Memorial Day - May 25, 2026					
Juneteenth - June 19, 2026					
Independence Day - July 3, 2026					