

**PART-TIME EXCEPTION (NON-WEB TIME ENTRY)
MONTHLY PAYROLL SCHEDULE - 2025/2026**

TIME SHEET DUE DATES	PAYROLL PERIOD
Thursday, July 10, 2025 ***	6/15/25 - 7/14/25
Wednesday, August 13, 2025 ***	7/15/25 - 8/14/25
Thursday, September 11, 2025 ***	8/15/25 - 9/14/25
Tuesday, October 14, 2025	9/15/25 - 10/14/25
Friday, November 7, 2025 ***	10/15/25 - 11/14/25
Tuesday, December 9, 2025 ***	11/15/25 - 12/14/25
TBD	TBD
TBD	TBD
TBD	TBD
TBD	TBD
TBD	TBD
TBD	TBD

**PART-TIME (WEB TIME ENTRY)
MONTHLY PAYROLL SCHEDULE - 2025/2026**

MONTH/YEAR	SUBMITTAL DATE 4 P.M. (EMPLOYEE)	APPROVER DATE 4 P.M. (SUPERVISOR)
Jul-25	July 10, Thurs.***	July 14, Mon.
Aug-25	August 13, Wed.***	August 14, Thurs.
Sep-25	September 11, Thurs.***	September 12, Fri.
Oct-25	October 14, Tues.	October 15, Wed.
Nov-25	November 7, Fri.***	November 10, Mon.
Dec-25	December 9, Tues.***	December 10, Wed.
Jan-26	TBD	TBD
Feb-26	TBD	TBD
Mar-26	TBD	TBD
Apr-26	TBD	TBD
May-26	TBD	TBD
Jun-26	TBD	TBD

*****Project Time:**

To project time - since the employee submittal deadline is before the pay period end date, you must project time. You will pre-enter hours for the days you will work after the deadline, up to the end date of the pay period. If you actually do not work that projected time, a paper timesheet will have to be submitted, in order for that time to be removed from your pay.