



SEMI-MONTHLY PAYROLL SCHEDULE FOR SPRING 2026

This schedule covers **ALL** employees who are on the **Semi-Monthly** payroll.

<u>SM</u>	<u>PAYROLL PERIODS</u>	<u>TIMESHEETS DUE</u> DEADLINE: 11:59 PM	<u>APPROVALS DUE</u> DEADLINE: 11:59 PM	<u>PAYDAYS</u>
1	December 16 - 31, 2025	January 5, 2026	January 6, 2026	January 15, 2026
2	January 1 - 15, 2026	January 16, 2026	January 20, 2026	January 30, 2026
3	January 16 - 31, 2026	February 2, 2026	February 3, 2026	February 13, 2026
4	February 1 - 15, 2026	February 16, 2026	February 17, 2026	February 27, 2026
5	February 16 - 28, 2026	March 2, 2026	March 3, 2026	March 13, 2026
6	March 1 - 15, 2026	March 16, 2026	March 17, 2026	March 31, 2026
7	March 16 - 31, 2026	April 1, 2026	April 2, 2026	April 15, 2026
8	April 1 - 15, 2026	April 16, 2026	April 17, 2026	April 30, 2026
9	April 16 - 30, 2026	May 1, 2026	May 4, 2026	May 15, 2026
10	May 1 - 15, 2026	May 18, 2026	May 19, 2026	May 29, 2026

❖❖SPRING SEMESTER ENDS MAY 15, 2026❖❖

All jobs for student hourly, international, and work-study employees will end on this day.

TIMESHEET & APPROVAL REMINDERS: Reminders will be sent via Workday notifications.

PAYCHECK PICK-UP: Cashier's Office – Student Success Building- Room 150. Please bring photo ID.

Additional information on student employment can be found at: [Student Employment Portal](#)