

Professional Staff Monthly Timesheet Deadlines

Month	Pay Date	Employees Deadline to Submit	Supervisor Deadline to Approve
January	1/30/2026	January 23rd	January 24th
February	2/27/2026	February 20th	February 21st
March	3/31/2026	March 23rd	March 24th
April	4/30/2026	April 22nd	April 23rd
May	5/29/2026	May 20th	May 21st
June	6/30/2026	June 22nd	June 23rd
July	7/31/2026	July 24th	July 25th
August	8/31/2026	August 21st	August 24th
September	9/30/2026	September 22nd	September 23rd
October	10/30/2026	October 23rd	October 24th
November	11/30/2026	November 18th	November 19th
December	12/31/2026	December 15th	December 16th