

Web Time Entry Deadlines 2025-26

Hours Scheduled Represents Standard Monday - Friday 8:00 a.m. - 4:30 p.m. Workweek

Pay Period		Pay Date	Hours Scheduled in the Pay Period	Employee Time Due	Supervisor Approval Due
Beginning	Ending				
06/16/25	07/15/25	07/31/25	178*	07/16/25	07/17/25
07/16/25	08/15/25	08/29/25	182*	08/18/25	08/19/25
08/16/25	09/15/25	09/30/25	168	09/16/25	09/17/25
09/16/25	10/15/25	10/31/25	176	10/16/25	10/17/25
10/16/25	11/15/25	11/28/25	176	11/17/25	11/18/25
11/16/25	12/15/25	12/31/25	168	12/15/2025 11:59 pm**	12/16/2025 11:00 am**
12/16/25	01/15/26	01/30/26	184	01/16/26	01/20/26
01/16/26	02/15/26	02/27/26	168	02/17/26	02/18/26
02/16/26	03/15/26	03/31/26	160	03/16/26	03/17/26
03/16/26	04/15/26	04/30/26	184	04/16/26	04/17/26
04/16/26	05/15/26	05/29/26	176	05/18/26	05/19/26
05/16/26	06/15/26	06/30/26	169*	06/16/26	06/17/26

*Accounts for summer schedule

** Subject to change