



**2025-2026
PAYROLL PROCESSING SCHEDULE**

SAP PAY PERIOD NUMBER	PAY PERIOD From - Thru	STANDARD DAYS IN THE PAY PERIOD	DAILY ATTENDANCE SHEETS AVAILABLE TO PRINT	INPUT SCREENS AVAILABLE ON-LINE REFLECTING THE CURRENT PAY PERIOD	FINAL ROSTERS APPROVED BY 2:00 P.M.	TIME TRANSFER AND PAYROLL PROCESSING BEGINS	PAY DATE	IMPORTANT REMARKS
14	6/20 - 7/3/2025	10	6/16	6/19**	7/2*	7/2	7/11/2025	Approve one (1) day early due to Independence Day
15	7/4 - 7/17/2025	10	6/30	7/3**	7/17	7/17	7/25/2025	
16	7/18 - 7/31/2025	10	7/14	7/18	7/31	7/31	8/8/2025	
17	8/1 - 8/14/2025	10***	7/28	8/1	8/14	8/14	8/22/2025	
18	8/15 - 8/28/2025	10	8/11	8/15	8/27*	8/27	9/5/2025	Approve one (1) day early due to Labor Day
19	8/29 - 9/11/2025	10	8/25	8/28**	9/11	9/11	9/19/2025	
20	9/12 - 9/25/2025	10	9/8	9/12	9/25	9/25	10/3/2025	
21	9/26 - 10/9/2025	10	9/22	9/26	10/9	10/9	10/17/2025	
22	10/10 - 10/23/2025	10	10/6	10/10	10/23	10/23	10/31/2025	
23	10/24 - 11/6/2025	10	10/20	10/24	11/5*	11/5	11/14/2025	Approve one (1) day early due to Veterans' Day
24	11/7 - 11/20/2025	10	11/4	11/6**	11/18*	11/18	11/28/2025	Approve two (2) days early due to Fall Recess/Thanksgiving
25	11/21 - 12/4/2025	10	11/17	11/19**	12/4	12/4	12/12/2025	
26	12/5 - 12/18/2025	10	12/1	12/5	12/11*	12/11	12/26/2025	Approve five (5) days early due to Winter Recess
1	12/19 - 1/1/2026	10	12/15	12/12**	12/18*	12/18	1/9/2026	Approve ten (10) days early due to Winter Recess
2	1/2 - 1/15/2026	10	12/19	12/19**	1/14*	1/14	1/23/2026	Approve one (1) day early due to Martin Luther King Holiday
3	1/16 - 1/29/2026	10	1/12	1/15**	1/29	1/29	2/6/2026	
4	1/30 - 2/12/2026	10	1/26	1/30	2/11*	2/11	2/20/2026	Approve one (1) day early due to Presidents' Day
5	2/13 - 2/26/2026	10	2/9	2/12**	2/26	2/26	3/6/2026	
6	2/27 - 3/12/2026	10	2/23	2/27	3/12	3/12	3/20/2026	
7	3/13 - 3/26/2026	10	3/9	3/13	3/19*	3/19	4/3/2026	Approve five (5) days early due to Spring Recess
8	3/27 - 4/9/2026	10	3/20	3/20**	4/9	4/9	4/17/2026	
9	4/10 - 4/23/2026	10	4/6	4/10	4/23	4/23	5/1/2026	
10	4/24 - 5/7/2026	10	4/20	4/24	5/7	5/7	5/15/2026	
11	5/8 - 5/21/2026	10	5/4	5/8	5/20*	5/20	5/29/2026	Approve one (1) day early due to Memorial Day
12	5/22 - 6/4/2026	10	5/18	5/21**	6/4	6/4	6/12/2026	
13	6/5 - 6/18/2026	10***	6/1	6/5	6/17*	6/17	6/26/2026	Approve one (1) day early due to Juneteenth
14	6/19 - 7/2/2026	10	6/15	6/18**	7/1*	7/1	7/10/2026	Approve one (1) day early due to Independence Day

* Indicates EARLY PAYROLL APPROVAL REQUIRED!

** When processing Prior Pay Period Payroll Corrections, you MUST enter the correct SAP PAY PERIOD NUMBER.

*** Days may vary depending on the type of job assignment.