BIWEEKLY TIME SHEET SUBMISSION SCHEDULE 2025-2026

PAYROLL PERIOD	From SUNDAY	To SATURDAY	T/S DUE MONDAY*	CHECK DATE THURSDAY
1	August 24, 2025	September 6, 2025	September 8, 2025	October 2, 2025
2	September 7, 2025	September 20, 2025	September 22, 2025	October 16, 2025
3	September 21, 2025	October 4, 2025	October 6, 2025	October 30, 2025
4	October 5, 2025	October 18, 2025	October 20, 2025	November 13, 2025
5	October 19, 2025	November 1, 2025	November 3, 2025	November 27, 2025
6	November 2, 2025	November 15, 2025	November 17, 2025	December 11, 2025
7	November 16, 2025	November 29, 2025	December 1, 2025	December 25, 2025
8	November 30, 2025	December 13, 2025	December 15, 2025	January 8, 2026
9	December 14, 2025	December 27, 2025	December 29, 2025	January 22, 2026
10	December 28, 2025	January 10, 2026	January 12, 2026	February 5, 2026
11	January 11, 2026	January 24, 2026	January 26, 2026	February 19, 2026
12	January 25, 2026	February 7, 2026	February 9, 2026	March 5, 2026
13	February 8, 2026	February 21, 2026	February 23, 2026	March 19, 2026
14	February 22, 2026	March 7, 2026	March 9, 2026	April 2, 2026
15	March 8, 2026	March 21, 2026	March 23, 2026	April 16, 2026
16	March 22, 2026	April 4, 2026	April 6, 2026	April 30, 2026
17	April 5, 2026	April 18, 2026	April 20, 2026	May 14, 2026
18	April 19, 2026	May 2, 2026	May 4, 2026	May 28, 2026
19	May 3, 2026	May 16, 2026	May 18, 2026	June 11, 2026
20	May 17, 2026	May 30, 2026	June 1, 2026	June 25, 2026
21	May 31, 2026	June 13, 2026	June 15, 2026	July 9, 2026
22	June 14, 2026	June 27, 2026	June 29, 2026	July 23, 2026
23	June 28, 2026	July 11, 2026	July 13, 2026	August 6, 2026
24	July 12, 2026	July 25, 2026	July 27, 2026	August 20, 2026
25	July 26, 2026	August 8, 2026	August 10, 2026	September 3, 2026
26	August 9, 2026	August 22, 2026	August 24, 2026	September 17, 2026

In some cases, a request for early submission may occur due to a holiday or mandated by the Office of State Comptroller

*Timesheets will be due on Tuesday if Monday is a holiday