

Time Sheet Submission Schedule FY 2025-2026

CA – CET – NTA – CLT (ALL PART – TIME)

**** Early timesheet submission due to holidays and early payroll closings.**

Period Start Date	Period End Date	Due Date to HR	Pay Date
7/13/2025	7/26/2025	7/28/2025	8/21/2025
7/27/2025	8/9/2025	8/11/2025	9/4/2025
8/10/2025	8/23/2025	8/25/2025	9/18/2025
8/24/2025	9/6/2025	9/8/2025	10/2/2025
9/7/2025	9/20/2025	9/22/2025	10/16/2025
9/21/2025	10/4/2025	10/6/2025	10/30/2025
10/5/2025	10/18/2025	10/20/2025	11/13/2025
10/19/2025	11/1/2025	11/3/2025	11/27/2025
11/2/2025	11/15/2025	**11/17/2025	12/11/2025
11/16/2025	11/29/2025	12/1/2025	12/25/2025
11/30/2025	12/13/2025	**12/15/2025	1/8/2026
12/14/2025	12/27/2025	**12/29/2025	1/22/2026
12/28/2025	1/10/2026	1/12/2026	2/5/2026
1/11/2026	1/24/2026	1/26/2026	2/19/2026
1/25/2026	2/7/2026	2/9/2026	3/5/2026
2/8/2026	2/21/2026	2/23/2026	3/19/2026
2/22/2026	3/7/2026	**3/9/2026	4/2/2026
3/8/2026	3/21/2026	3/23/2026	4/16/2026
3/22/2026	4/4/2026	**4/6/2026	4/30/2026
4/5/2026	4/18/2026	4/20/2026	5/14/2026
4/19/2026	5/2/2026	5/4/2026	5/28/2026
5/3/2026	5/16/2026	5/18/2026	6/11/2026
5/17/2026	5/30/2026	**6/1/2026	6/25/2026
5/31/2026	6/13/2026	**6/15/2026	7/9/2026
6/14/2026	6/27/2026	6/29/2026	7/23/2026
6/28/2026	7/11/2026	7/13/2026	8/6/2026