



TIME SHEET SUBMISSION SCHEDULE **FY 2025-2026**

All full-time and part-time employees must have their digital timecards for the current pay period on their ADP portals signed and approved by their supervisor by 3 PM on the designated due dates.

Period Worked	Due Date	Pay Date
06/23/2025 – 07/06/2025	07/05/2025	07/09/2025
07/07/2025 – 07/20/2025	07/18/2025	07/23/2025
07/21/2025 – 08/03/2025	08/01/2025	08/06/2025
08/04/2025 – 08/17/2025	08/15/2025	08/20/2025
08/18/2025 – 08/31/2025	08/29/2025	09/03/2025
09/01/2025 – 09/14/2025	09/12/2025	09/17/2025
09/15/2025 – 09/28/2025	09/26/2025	10/01/2025
09/29/2025 – 10/12/2025	10/10/2025	10/15/2025
10/13/2025 – 10/26/2025	10/24/2025	10/29/2025
10/27/2025 – 11/09/2025	11/07/2025	11/12/2025
11/10/2025 – 11/23/2025	11/21/2025	11/26/2025
11/24/2025 – 12/07/2025	12/05/2025	12/10/2025
12/08/2025 – 12/21/2025	12/19/2025	12/24/2025
12/22/2025 – 01/04/2026	12/30/2025	01/07/2026
01/05/2026 – 01/18/2026	01/16/2026	01/21/2026
01/19/2026 – 02/01/2026	01/30/2026	02/04/2026
02/02/2026 – 02/15/2026	02/13/2026	02/18/2026
02/16/2026 – 03/01/2026	02/27/2026	03/04/2026
03/02/2026 – 03/15/2026	03/13/2026	03/18/2026
03/16/2026 – 03/29/2026	03/27/2026	04/01/2026
03/30/2026 – 04/12/2026	04/10/2026	04/15/2026
04/13/2026 – 04/26/2026	04/24/2026	04/29/2026
04/27/2026 – 05/10/2026	05/08/2026	05/13/2026
05/11/2026 – 05/24/2026	05/22/2026	05/27/2026
05/25/2026 – 06/07/2026	06/05/2026	06/10/2026
06/08/2026 – 06/21/2026	06/18/2026	06/24/2026

Timecards May Be Accessed on Personal Accounts Through:
<https://workforcenow.adp.com/>