

## **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.

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

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