

TIME SHEET SUBMISSION SCHEDULE **FY 2026-2027**

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
06/22/2026 – 07/05/2026	07/02/2026	07/08/2026
07/06/2026 – 07/19/2026	07/17/2026	07/22/2026
07/20/2026 – 08/02/2026	07/31/2026	08/05/2026
08/03/2026 – 08/16/2026	08/14/2026	08/19/2026
08/17/2026 – 08/30/2026	08/28/2026	09/02/2026
08/31/2026 – 09/13/2026	09/11/2026	09/16/2026
09/14/2026 – 09/27/2026	09/25/2026	09/30/2026
09/28/2026 – 10/11/2026	10/09/2026	10/14/2026
10/12/2026 – 10/25/2026	10/23/2026	10/28/2026
10/26/2026 – 11/08/2026	11/06/2026	11/11/2026
11/09/2026 – 11/22/2026	11/20/2026	11/25/2026
11/23/2026 – 12/06/2026	12/04/2026	12/09/2026
12/07/2026 – 12/20/2026	12/18/2026	12/23/2026
12/21/2026 – 01/03/2027	12/30/2026	01/06/2027
01/04/2027 – 01/17/2027	01/14/2027	01/20/2027
01/18/2027 – 01/31/2027	01/29/2027	02/03/2027
02/01/2027 – 02/14/2027	02/12/2027	02/17/2027
02/15/2027 – 02/28/2027	02/26/2027	03/03/2027
03/01/2027 – 03/14/2027	03/12/2027	03/17/2027
03/15/2027 – 03/28/2027	03/26/2027	03/31/2027
03/29/2027 – 04/11/2027	04/09/2027	04/14/2027
04/12/2027 – 04/25/2027	04/23/2027	04/28/2027
04/26/2027 – 05/09/2027	05/07/2027	05/12/2027
05/10/2027 – 05/23/2027	05/21/2027	05/26/2027
05/24/2027 – 06/06/2027	06/04/2027	06/09/2027
06/07/2027 – 06/20/2027	06/17/2027	06/23/2027

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