

2026 Time Sheets Due Date Schedule

Listed below are the pay periods, time sheet due dates, and designated pay dates for 2026.

PLEASE NOTE: COMPLETION AND APPROVAL OF TIME SHEETS ARE DUE BY NOON ON THE DESIGNATED DUE DATE.

TIME SHEETS COMPLETED AND/OR APPROVED AFTER THE DUE DATE MAY NOT BE PROCESSED UNTIL THE NEXT PAYROLL. WHEN THE DUE DATE IS ON OR PRIOR TO THE END DATE OF THE PAY PERIOD, HOURS SHOULD BE ESTIMATED FOR THE CURRENT PAY PERIOD AND CAN BE ADJUSTED AS NECESSARY WITH THE FOLLOWING PAY PERIOD.

<u>Payroll #</u>	<u>Pay Period</u>	<u>Time sheets Due</u>		<u>Pay Date</u>
		<u>Completed by</u>	<u>Approved by</u>	
26A	12/16/25 - 12/31/25	12/17/25	12/18/25	01/07/26
26B	01/01/26 - 01/15/26	01/14/26	01/15/26	01/22/26
26C	01/16/26 - 01/31/26	01/30/26	02/02/26	02/06/26
26D	02/01/26 - 02/15/26	02/13/26	02/17/26	02/23/26
26E	02/16/26 - 02/28/26	02/27/26	03/02/26	03/06/26
26F	03/01/26 - 03/15/26	03/16/26	03/17/26	03/23/26
26G	03/16/26 - 03/31/26	03/30/26	03/31/26	04/07/26
26H	04/01/26 - 04/15/26	04/15/26	04/16/26	04/22/26
26I	04/16/26 - 04/30/26	04/30/26	05/01/26	05/07/26
26J	05/01/26 - 05/15/26	05/15/26	05/18/26	05/22/26
26K	05/16/26 - 05/31/26	06/01/26	06/02/26	06/08/26
26L	06/01/26 - 06/15/26	06/12/26	06/15/26	06/22/26
26M	06/16/26 - 06/30/26	06/29/26	06/30/26	07/07/26
26N	07/01/26 - 07/15/26	07/15/26	07/16/26	07/22/26
26O	07/16/26 - 07/31/26	07/31/26	08/03/26	08/07/26
26P	08/01/26 - 08/15/26	08/14/26	08/17/26	08/21/26
26Q	08/16/26 - 08/31/26	08/28/26	08/31/26	09/04/26
26R	09/01/26 - 09/15/26	09/15/26	09/16/26	09/22/26
26S	09/16/26 - 09/30/26	09/30/26	10/01/26	10/07/26
26T	10/01/26 - 10/15/26	10/15/26	10/16/26	10/22/26
26U	10/16/26 - 10/31/26	10/30/26	11/02/26	11/06/26
26V	11/01/26 - 11/15/26	11/16/26	11/17/26	11/23/26
26W	11/16/26 - 11/30/26	11/30/26	12/01/26	12/07/26
26X	12/01/26 - 12/15/26	12/15/26	12/16/26	12/22/26

SCU paydays are currently the 7th (for work from the 16th to the end of the previous month) and the 22nd (for work from the 1st to the 15th of the current month). When the pay date falls on Saturday, the checks will be issued on the preceding Friday, and when the pay date falls on Sunday, the check will be issued on the following Monday.

Payroll Advices are available on Workday.

Employees not set up with direct deposit as payment election will receive live check and will be mailed to address of record.