

PAYROLL-PERSONNEL SCHEDULE 2025-2026

Pay Period Number	Pay Period Start Date (Saturday)	Pay Period End Date (Friday)	Employee Pay Date	Time Entry Locked 10:00 am	Unlock Time Entry Adjustments 12:00 am	Close Time Entry 10:00 am
22	10/4/2025	10/17/2025	10/24/2025	10/20/2025	10/24/2025	11/3/2025
23	10/18/2025	10/31/2025	11/7/2025	11/3/2025	11/7/2025	11/17/2025
24	11/1/2025	11/14/2025	11/21/2025	11/17/2025	11/21/2025	12/1/2025
25	11/15/2025	11/28/2025	12/5/2025	12/1/2025	12/5/2025	12/15/2025
26	11/29/2025	12/12/2025	12/19/2025	12/15/2025	12/19/2025	12/29/2026
1	12/13/2025	12/26/2025	1/2/2026	12/29/2025	1/2/2026	1/12/2026
2	12/27/2025	1/9/2026	1/16/2026	1/12/2026	1/16/2026	1/26/2026
3	1/10/2026	1/23/2026	1/30/2026	1/26/2026	1/30/2026	2/9/2026
4	1/24/2026	2/6/2026	2/13/2026	2/9/2026	2/13/2026	2/23/2026
5	2/7/2026	2/20/2026	2/27/2026	2/23/2026	2/27/2026	3/9/2026
6	2/21/2026	3/6/2026	3/13/2026	3/9/2026	3/13/2026	3/23/2026
7	3/7/2026	3/20/2026	3/27/2026	3/23/2026	3/27/2026	4/6/2026
8	3/21/2026	4/3/2026	4/10/2026	4/6/2026	4/10/2026	4/20/2026
9	4/4/2026	4/17/2026	4/24/2026	4/20/2026	4/24/2026	5/4/2026
10	4/18/2026	5/1/2026	5/8/2026	5/4/2026	5/8/2026	5/18/2026
11	5/2/2026	5/15/2026	5/22/2026	5/18/2026	5/22/2026	6/1/2026
12	5/16/2026	5/29/2026	6/5/2026	6/1/2026	6/5/2026	6/11/2026
13	5/30/2026	6/12/2026	6/18/2026	6/11/2026	6/18/2026	6/25/2026
14	6/13/2026	6/26/2026	7/2/2026	6/25/2026	7/2/2026	7/13/2026
15	6/27/2026	7/10/2026	7/17/2026	7/13/2026	7/17/2026	7/27/2026
16	7/11/2026	7/24/2026	7/31/2026	7/27/2026	7/31/2026	8/10/2026
17	7/25/2026	8/7/2026	8/14/2026	8/10/2026	8/14/2026	8/24/2026
18	8/8/2026	8/21/2026	8/28/2026	8/24/2026	8/28/2026	9/3/2026
19	8/22/2026	9/4/2026	9/11/2026	9/3/2026	9/11/2026	9/21/2026
20	9/5/2026	9/18/2026	9/25/2026	9/21/2026	9/25/2026	10/5/2026
21	9/19/2026	10/2/2026	10/9/2026	10/5/2026	10/9/2026	10/19/2026
22	10/3/2026	10/16/2026	10/23/2026	10/19/2026	10/23/2026	11/2/2026
23	10/17/2026	10/30/2026	11/6/2026	11/2/2026	11/6/2026	11/16/2026
24	10/31/2026	11/13/2026	11/20/2026	11/16/2026	11/20/2026	11/30/2026
25	11/14/2026	11/27/2026	12/4/2026	11/30/2026	12/4/2026	12/14/2026
26	11/28/2026	12/11/2026	12/18/2026	12/14/2026	12/18/2026	12/23/2026

*Time must be entered, submitted, and approved no later than **10:00 am** on Time Entry Locked due date indicated.*

All employee changes need to be completed in the system before time entry is locked on Monday at 10am. Please remember that all employee changes in Workday are date driven and can be made in advance and does not need to wait until the pay period they are changing in. ***Please do not wait until Monday when the time entry is locked to have HR approve employee changes, HR can approve the changes weeks to months in advance.***

PAY DATES ARE SUBJECT TO CHANGE PENDING PROPER AUTHORIZATION FROM THE AUDITOR-CONTROLLER/HUMAN RESOURCES DEPARTMENT.