



25-26 Academic Year Payroll Important Dates and Deadlines

Faculty

First pay for new and returning faculty – August 22, 2025

Deadline for **new** Faculty authorizations and employee paperwork (including completed payroll authorization) – Friday, July 18, 2025 at 4:30 pm

Date on payroll – August 3, 2025

First pay for new faculty for spring semester – January 9, 2026

Deadline for **new** Faculty authorizations and employee paperwork (including completed payroll authorization) – Friday, December 5, 2025 at 4:30 pm

Date on payroll – December 21, 2025

Chairs/Supplemental Assignments

First pay for Chairs/ Supplemental Assignments for fall – August 22, 2025

Deadline for Chairs/ Supplemental Assignments payroll authorizations to Provost Office – Friday, July 25, 2025 by 4:30 pm

Dates for payroll for chairs for fall – August 3, 2025 – December 20, 2025

First pay for Chairs/ Supplemental Assignments for spring – January 23, 2026

Deadline for Chairs/ Supplemental Assignments payroll authorizations to Provost Office – Friday, December 12, 2025 by 4:30 pm

Dates for payroll for chairs for spring – January 4, 2026 – May 9, 2026

First pay for Chairs/ Supplemental Assignments for summer – May 29, 2026

Deadline for Chairs/ Supplemental Assignments payroll authorizations to Provost Office – Friday, May 1, 2026 by 4:30 pm

Dates for payroll for chairs for summer – May 10, 2026 – August 1, 2026

Deadline for any additional supplemental assignment payroll authorization to Provost Office – one week prior to the start of the pay period the assignment takes effect.

Winter Semester

First pay for faculty for winter – December 26, 2025

Deadline for faculty payroll authorizations to Provost Office – Monday, December 15, 2025 by 4:30 pm

Dates for payroll for winter – December 7, 2025 (on) – January 17, 2026 (off)



Overload

Pay for overload for fall – October 3, 2025

Deadline for load packets to Provost Office – Monday, September 15, 2025 by 4:30 pm

Dates for payroll for overload – September 14, 2025 (on) – September 27, 2025 (off)

Pay for overload for spring – February 20, 2026

Deadline for load packets to Provost Office – Monday, February 2, 2026 by 4:30 pm

Dates for payroll for overload – February 1, 2026 (on) – February 14, 2026 (off)

Adjuncts

First pay for Adjuncts for fall – September 5, 2025

Deadline for Adjunct and employee paperwork to Provost Office (including payroll authorization) – Friday, July 11, 2025 by 4:30 pm

Deadline for load packets to Provost Office – Monday, September 15, 2025 by 4:30 pm

Dates for payroll for fall – August 17, 2025 (on) – December 20, 2025 (off)

Last pay for Adjuncts for fall – December 26, 2025

First pay for Adjuncts for spring – January 23, 2026

Deadline for Adjunct and employee paperwork to Provost's Office (including payroll authorization) – Friday, November 14 by 4:30 pm

Deadline for load packets to Provost Office – Monday, February 2, 2026 by 4:30 pm

Dates for payroll for spring – January 4, 2026 (on) – May 9, 2026 (off)

Last pay for Adjuncts for spring semesters – May 15, 2026

Students

First pay for Students for fall – September 5, 2025

For Students to receive a paycheck on September 5th, they must have an “authorized to work” status by Monday August 18, 2025 at 4:30 pm

Dates for payroll for academic year – August 17, 2025 (on) – May 2, 2026 (off)

First pay for Students for summer – May 15, 2025

For Students to receive a paycheck on May 15th, they must have an “authorized to work” status by Monday, May 5, 2025 at 4:30 pm

Dates for payroll for summer – May 3, 2026 (on) – August 15, 2026 (Off, Tentative)