

## Hourly NANCE & Adjunct Payroll Schedule (Condensed)

If the employee will work during this pay period...	Submit all required personnel action paperwork to the Business Office by this deadline...	To ensure timely and accurate payment on the following payday:
December 1, 2025 – December 31, 2025	Tuesday, November 4, 2025	Friday, January 9, 2026
January 1, 2026 – January 31, 2026	Monday, December 8, 2025	Tuesday, February 10, 2026
February 1, 2026 – February 28, 2026	Tuesday, January 6, 2026	Tuesday, March 10, 2026
March 1, 2026 – March 31, 2026	Tuesday, February 10, 2026	Friday, April 10, 2026
April 1, 2026 – April 30, 2026	Tuesday, March 10, 2026	Friday, May 8, 2026
May 1, 2026 – May 31, 2026	Friday, April 10, 2026	Wednesday, June 10, 2026
June 1, 2026 – June 30, 2026	Friday, May 8, 2026	Friday, July 10, 2026
July 1, 2026 – July 31, 2026	Tuesday, May 26, 2026	Monday, August 10, 2026
August 1, 2026 – August 31, 2026	Monday, July 13, 2026	Thursday, September 10, 2026
September 1, 2026 – September 30, 2026	Tuesday, August 11, 2026	Friday, October 9, 2026
October 1, 2026 – October 31, 2026	Thursday, September 10, 2026	Tuesday, November 10, 2026
November 1, 2026 – November 30, 2026	Friday, October 9, 2026	Thursday, December 10, 2026
December 1, 2026 – December 31, 2026	Wednesday, November 4, 2026	Friday, January 8, 2027

### Deadline Details:

This condensed payroll schedule applies to hourly employee personnel actions involving adjunct and NANC employees, including new hires, applicable NANCE rehires (60 or more days after their previous assignment end date) and other department-initiated personnel actions that affect payroll processing.

For new hires and applicable NANCE rehires, the deadlines represent the date by which all onboarding or rehire requirements must be completed, including submission of all required documentation to the Business Office, receipt and acceptance of documentation by the Business Office and completion of the I-9 Employment Authorization meeting, as applicable.

For personnel actions that do not require employee onboarding or rehire steps, the deadline represents the date by which departments must submit the required paperwork to the Business Office for processing.