Contract 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 paydate:
January 1, 2026 – January 31, 2026	Monday, November 24, 2025	Friday, January 30, 2026
February 1, 2026 – February 28, 2026	Tuesday, December 30, 2026	Friday, February 27, 2026
March 1, 2026 – March 31, 2026	Thursday, January 29, 2026	Monday, March 30, 2026
April 1, 2026 – April 30, 2026	Monday, March 2, 2026	Thursday, April 30, 2026
May 1, 2026 – May 31, 2026	Wednesday, April 1, 2026	Friday, May 29, 2026
June 1, 2026 – June 30, 2026	Thursday, April 30, 2026	Tuesday, June 30, 2026
July 1, 2026 – July 31, 2026	Monday, June 1, 2026	Friday, July 31, 2026
August 1, 2026 – August 31, 2026	Thursday, July 2, 2026	Monday, August 31, 2026
September 1, 2026 – September 30, 2026	Monday, August 3, 2026	Wednesday, September 30, 2026
October 1, 2026 – October 31, 2026	Wednesday, September 2, 2026	Friday, October 30, 2026
November 1, 2026 – November 30, 2026	Friday, September 25, 2026	Monday, November 30, 2026
December 1, 2026 – December 31, 2026	Friday, October 16, 2026	Wednesday, December 16, 2026

Deadline Details:
This condensed payroll schedule applies to contract employee personnel actions that impact payroll processing, including pay additives, such as acting assignments, out-of-class assignments, stipends and other applicable personnel actions.

For new hire personnel actions, this schedule may be used as a general guide for initiating hiring-related paperwork. New hire onboarding timelines are coordinated separately and may vary. For all other contract personnel actions, the deadline represents the date by which departments must submit the required paperwork to the Business Office for processing.