To employees in the biweekly pay system,

Below is the schedule for the next 3 pay periods. Due to the holiday closure, you will need to submit your time sheet in advance. The university is closed except for essential services from Monday, December 21, 2026, through Friday, January 1, 2027.

Please adhere to the schedule below to ensure timely payment for all students and staff.

	Pay Period	Timesheet Deadline	Approval Deadline	Payday
BW 25	11/21/2026-12/04/2026	Sunday, 12/6/2026 @ 11:59 pm	Monday, 12/7/2026 @ 2 pm	Monday, 12/14/2026
BW 26	12/05/2026-12/18/2026	Sunday, 12/13/2026 @ 11:59 pm	Monday, 12/14/2025 @ 11 am	Monday, 12/28/2026
BW 1	12/19/2026 - 1/01/2027	Extended To Monday, 1/4/2027 @ 5pm	Extended To Tuesday, 1/5/2027 @ 11am	Monday, 1/11/2027

Student Employees and Hourly Workers

If you are scheduled to work 12/14 – 12/18, forecast your hours for those days on your timesheet by Sunday, 12/13, and notify your approver that you have done so. If you work any additional hours after your timesheet is submitted, add those as "retro hours" to your next timesheet (due Monday, 1/4). If you have zero hours for those 5 days, **DO NOT** submit a "zero" timesheet.

Full-time, Non-Exempt employees

For pay period 12/5 – 12/18, please submit your timesheet by Sunday, 12/13. This pay period will not include any Holiday Pay. If you are scheduled to work 12/14 – 12/18, forecast your hours for those days.

For pay period 12/19 – 1/1, please submit your timesheet by the extended date of Monday, 1/4. The entire pay period will be coded as Holiday Pay unless you are an essential employee required to work. Enter 8 hours of Administrative Leave for Monday, 12/21 and Holiday Pay for each weekday Tuesday, 12/22 – Friday, 1/1.

Timesheet Approvers

You must approve all time submitted, per the above requirements, on Monday, 12/14 no later than 11am. If you will be away, please arrange with employees to submit time early or arrange with your proxy approver(s) to approve for you.

NOTES:

Payroll will process all hours approved on Monday, 12/14 as is, and will NOT have time to contact employees or approvers who forget to complete their timesheets.

Any necessary corrections should be submitted on the employee's next timesheet due Monday, 1/4, for payment on Monday, 1/11.

Katherine Tristan

Director of Payroll