

2025-2026 PAYROLL DEADLINES FOR TIMESHEETS CODED: UUP-HRY, CLS-HRYA & CLS-HRY

<u>Pay Period</u>	<u>Pay Period Begin Wednesday</u>	<u>Pay Period End Tuesday</u>	<u>Timesheet Due</u>	<u>IF EARLY DUE 9:00AM</u>	<u>Check Date</u>
11	8/13/2025	8/26/2025	8/26/2025	9:00 AM	9/10/2025
12	8/27/2025	9/9/2025	9/9/2025	12:00 NOON	9/24/2025
13	9/10/2025	9/23/2025	9/23/2025	12:00 NOON	10/8/2025
14	9/24/2025	10/7/2025	10/7/2025	9:00 AM	10/22/2025
15	10/8/2025	10/21/2025	10/21/2025	12:00 NOON	11/5/2025
16	10/22/2025	11/4/2025	11/4/2025	9:00 AM	11/19/2025
17	11/5/2025	11/18/2025	11/18/2025	9:00 AM	12/3/2025
18	11/19/2025	12/2/2025	12/2/2025	12:00 NOON	12/17/2025
19	12/3/2025	12/16/2025	12/16/2025	NO LATER THAN 9:00 AM	12/31/2025
20*	12/17/2025	12/30/2025	12/22/2025	NO LATER THAN NOON	1/14/2026
21	12/31/2025	1/13/2026	1/13/2026	9:00 AM	1/28/2026
22	1/14/2026	1/27/2026	1/27/2026	12:00 NOON	2/11/2026
23	1/28/2026	2/10/2026	2/10/2026	9:00 AM	2/25/2026
24	2/11/2026	2/24/2026	2/24/2026	12:00 NOON	3/11/2026
25	2/25/2026	3/10/2026	3/10/2026	12:00 NOON	3/25/2026
26	3/11/2026	3/24/2026	3/24/2026	12:00 NOON	4/8/2026
1	3/25/2026	4/7/2026	4/7/2026	9:00 AM	4/22/2026
2	4/8/2026	4/21/2026	4/21/2026	12:00 NOON	5/6/2026
3	4/22/2026	5/5/2026	5/5/2026	12:00 NOON	5/20/2026
4	5/6/2026	5/19/2026	5/19/2026	9:00 AM	6/3/2026
5	5/20/2026	6/2/2026	6/2/2026	12:00 NOON	6/17/2026
6	6/3/2026	6/16/2026	6/16/2026	9:00 AM	7/1/2026
7	6/17/2026	6/30/2026	6/30/2026	12:00 NOON	7/15/2026
8	7/1/2026	7/14/2026	7/14/2026	12:00 NOON	7/29/2026
9	7/15/2026	7/28/2026	7/28/2026	12:00 NOON	8/12/2026
10	7/29/2026	8/11/2026	8/11/2026	12:00 NOON	8/26/2026

* Timesheets due in AD-244 NO LATER THAN 12 Noon due to the early holiday deadlines. Please anticipate hours worked between 12/24-12/30/2025. Changes to hours submitted may be made in the following pay period by submitting a REVISED timesheet. You may continue to email your hourly timesheets to Laura Murphy at lmurphy@binghamton.edu, or you can hand deliver them to our office in the Couper Administration Building, Room 244.