

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

| <u>Pay Period</u> | <u>Pay Period Begin<br/>Wednesday</u> | <u>Pay Period End<br/>Tuesday</u> | <u>Timesheet Due</u> | <u>IF EARLY DUE 9:00AM</u>   | <u>Check Date</u> |
|-------------------|---------------------------------------|-----------------------------------|----------------------|------------------------------|-------------------|
| <b>11</b>         | 8/13/2025                             | 8/26/2025                         | <b>8/26/2025</b>     | <b>9:00 AM</b>               | 9/10/2025         |
| 12                | 8/27/2025                             | 9/9/2025                          | <b>9/9/2025</b>      | 12:00 NOON                   | 9/24/2025         |
| 13                | 9/10/2025                             | 9/23/2025                         | <b>9/23/2025</b>     | 12:00 NOON                   | 10/8/2025         |
| <b>14</b>         | 9/24/2025                             | 10/7/2025                         | <b>10/7/2025</b>     | <b>9:00 AM</b>               | 10/22/2025        |
| 15                | 10/8/2025                             | 10/21/2025                        | <b>10/21/2025</b>    | 12:00 NOON                   | 11/5/2025         |
| <b>16</b>         | 10/22/2025                            | 11/4/2025                         | <b>11/4/2025</b>     | <b>9:00 AM</b>               | 11/19/2025        |
| <b>17</b>         | 11/5/2025                             | 11/18/2025                        | <b>11/18/2025</b>    | <b>9:00 AM</b>               | 12/3/2025         |
| 18                | 11/19/2025                            | 12/2/2025                         | <b>12/2/2025</b>     | 12:00 NOON                   | 12/17/2025        |
| <b>19</b>         | 12/3/2025                             | 12/16/2025                        | <b>12/16/2025</b>    | <b>NO LATER THAN 9:00 AM</b> | <b>12/31/2025</b> |
| <b>20*</b>        | 12/17/2025                            | 12/30/2025                        | <b>12/22/2025</b>    | <b>NO LATER THAN NOON</b>    | 1/14/2026         |
| <b>21</b>         | 12/31/2025                            | 1/13/2026                         | <b>1/13/2026</b>     | <b>9:00 AM</b>               | 1/28/2026         |
| 22                | 1/14/2026                             | 1/27/2026                         | <b>1/27/2026</b>     | 12:00 NOON                   | 2/11/2026         |
| <b>23</b>         | 1/28/2026                             | 2/10/2026                         | <b>2/10/2026</b>     | <b>9:00 AM</b>               | 2/25/2026         |
| 24                | 2/11/2026                             | 2/24/2026                         | <b>2/24/2026</b>     | 12:00 NOON                   | 3/11/2026         |
| 25                | 2/25/2026                             | 3/10/2026                         | <b>3/10/2026</b>     | 12:00 NOON                   | 3/25/2026         |
| 26                | 3/11/2026                             | 3/24/2026                         | <b>3/24/2026</b>     | 12:00 NOON                   | 4/8/2026          |
| <b>1</b>          | 3/25/2026                             | 4/7/2026                          | <b>4/7/2026</b>      | <b>9:00 AM</b>               | 4/22/2026         |
| 2                 | 4/8/2026                              | 4/21/2026                         | <b>4/21/2026</b>     | 12:00 NOON                   | 5/6/2026          |
| 3                 | 4/22/2026                             | 5/5/2026                          | <b>5/5/2026</b>      | 12:00 NOON                   | 5/20/2026         |
| <b>4</b>          | 5/6/2026                              | 5/19/2026                         | <b>5/19/2026</b>     | <b>9:00 AM</b>               | 6/3/2026          |
| 5                 | 5/20/2026                             | 6/2/2026                          | <b>6/2/2026</b>      | 12:00 NOON                   | 6/17/2026         |
| <b>6</b>          | 6/3/2026                              | 6/16/2026                         | <b>6/16/2026</b>     | <b>9:00 AM</b>               | 7/1/2026          |
| 7                 | 6/17/2026                             | 6/30/2026                         | <b>6/30/2026</b>     | 12:00 NOON                   | 7/15/2026         |
| 8                 | 7/1/2026                              | 7/14/2026                         | <b>7/14/2026</b>     | 12:00 NOON                   | 7/29/2026         |
| 9                 | 7/15/2026                             | 7/28/2026                         | <b>7/28/2026</b>     | 12:00 NOON                   | 8/12/2026         |
| 10                | 7/29/2026                             | 8/11/2026                         | <b>8/11/2026</b>     | 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](mailto:lmurphy@binghamton.edu), or you can hand deliver them to our office in the Couper Administration Building, Room 244.