



Part-Time Faculty

2026/2027 Payroll Schedule

Timesheet Pay Cycles: **July 1, 2026 – June 30, 2027**

Service periods run the 24th through the 23rd

Payroll office is in Bldg. 10A



| SERVICE PERIOD | DUE IN PAYROLL OFFICE Bldg. 10A | EFT BANK DEPOSIT DATE & PAY WARRANTS PICK-UP 8:30 am–5 pm PAYROLL WINDOW BLDG 10A | FACULTY UNIT OF PAY (UOP) Fall 1 st 8 wks, 10/9, 11/10. 2 nd 8 wks, 12/9, 1/9. Spring 1 st 8 wks, 3/9, 4/9, 5/11. 2 nd 8 wks, 5/11, 6/9, 7/9. |
|----------------|---------------------------------------|--|---|
| 7/01 – 7/23 | July 20 by NOON | August 10 | SUMR UOP-2 pymts; 7/9-8/9 (or, pending start/end dates, 7/9-9/9) |
| 7/24 – 8/23 | Aug 20 by NOON | September 9 | SUMR UOP-2 pymts; 7/9-8/9 (or, pending start/end dates, 7/9-9/9) |
| 8/24 – 9/23 | Sept 22 by NOON | October 9 | FALL 16-wk UOP #1 |
| 9/24 – 10/23 | Oct 21 by NOON | November 10 (Veterans Day) | FALL 16-wk UOP #2 |
| 10/24–11/23 | Nov 18 by NOON | December 9 | FALL 16-wk UOP #3 |
| 11/24–12/23 | Dec 11 by NOON | January 11 | FALL 16-wk UOP #4 |
| 12/24 – 1/23 | Jan 21 by NOON | February 9 | WINTER UOP #1 |
| 1/24 – 2/23 | Feb 18 by NOON | March 9 | WINTER UOP #2 SPRING 16-wk UOP #1 |
| 2/24 – 3/23 | Mar 23 by NOON | April 9 | SPRING 16-wk UOP #2 |
| 3/24 – 4/23 | Apr 21 by NOON | May 10 | SPRING 16-wk UOP #3 |
| 4/24– 5/23 | May 20 by NOON | June 9 | SPRING 16-wk UOP #4 |
| 5/24– 6/23 | June 15 by NOON | July 12 (SMR SCH, OFF Friday) | SPRING 16-wk UOP #5 |
| *6/24 – 6/30 | *June 24 by the end of day | *July 15-Supp Payroll | *Timesheets Only |

VERY IMPORTANT:

- Please ensure your signed academic contract is up to date and accurately reflects all of your assignments
 - You must provide your dean with a completed monthly absence report for missed classes
 - Those on timesheet should submit them to dean for signature prior to payroll deadline, w/attached absence report (if applicable)
 - **Unit of Pay schedule is based on typical 16 or 8 week terms; pay for atypical start/end dates are pro-rated**
 - **Do NOT use white-out** – line through/initial changes; timesheet must reflect actual hours/times/dates worked
 - Holiday hours worked MUST be initialed by your supervisor/dean as campus is generally closed on holidays
- You may occasionally be asked to project your hours due to an earlier deadline...please notify your supervisor/dean/payroll immediately if projected hours should be amended due to unanticipated circumstances

*REMINDER - Fiscal Year End Supplemental Payroll

Please note the service period dates when completing your timesheets and follow normal procedures according to due dates listed.