

## Administrative Pay End Date Schedule

The following schedule is use for data entry by the Administrative Office  
Begin and End Dates for Hourly Time and Absences Only

**2025– 2026**

		Pay	Days Worked		First	
		Date	Begin Date	End Date	Calculation	Confirm
<b>2025</b>	24	June 30	May 19	June 1	June 12	June 18
1	24	July 15	June 2	June 15	June 26	July 9
2	23	July 31	June 16	June 29	July 17	July 23
3	22	August 15	June 30	July 13	August 4	August 8
4	21	August 29	July 14	July 27	August 18	August 21
5	20	September 15	July 28	August 10	September 4	September 9
6	19	September 30	August 11	August 24	September 18	September 23
7	18	October 15	August 25	September 7	October 2	October 7
8	17	October 31	September 8	September 21	October 22	October 27
9	16	November 14	September 22	October 5	November 5	November 10
10	15	November 28*	October 6	October 26	November 13	November 18
11	14	December 15	October 27	November 9	December 3	December 8
12	13	December 31*	November 10	November 30	December 11	December 16
<b>2026</b>						
13	12	January 15	December 1	December 14	January 7	January 12
14	11	January 30*	December 15	January 4	January 21	January 26
15	10	February 13	January 5	January 18	February 3	February 6
16	9	February 27	January 19	February 1	February 19	February 24
17	8	March 13	February 2	February 15	March 4	March 9
18	7	March 31	February 16	March 1	March 23	March 26
19	6	April 15*	March 2	March 22	April 7	April 10
20	5	April 30	March 23	April 5	April 21	April 24
21	4	May 15	April 6	April 19	May 7	May 12
22	3	May 29	April 20	May 3	May 19	May 22
23	2	June 15	May 4	May 17	June 3	June 9
24	1	June 30	May 18	May 31	June 17	June 24

**Calc dates are subject to change**

\* Indicates a three week payroll

5/15/2025