

Hourly (Non-Student) Payroll Schedule 2025 -2026

Delay in submitting documentation required for hiring may affect an employee's start and pay date.

Payroll No.	Payroll Wednesday	Period Tuesday	Bi-Weekly Time Sheet Due in Payroll *	Hire Papers Due (Wed) in Budget	Hire Papers Due Wed in Human Resources **	Pay Date	Dates that appears on your check
26	3/5/2025 -	3/18/2025	3/20/2024	2/11/2025	2/18/2025	4/9/2025	3/13/2025 - 3/26/2025
1	3/19/2025 -	4/1/2025	4/2/2025	2/25/2025	3/4/2025	4/23/2025	3/27/2025 - 4/9/2025
2	4/2/2025 -	4/15/2025	4/16/2025	3/11/2025	3/18/2025	5/7/2025	4/10/2025 - 4/23/2025
3	4/16/2025 -	4/29/2025	4/30/2025	3/25/2025	4/1/2025	5/21/2025	4/24/2025 - 5/7/2025
4	4/30/2025 -	5/13/2025	5/14/2025	4/8/2025	4/15/2025	6/4/2025	5/8/2025 - 5/21/2025
5	5/14/2025 -	5/27/2025	5/28/2025	4/22/2025	4/29/2025	6/18/2025	5/22/2025 - 6/4/2025
6	5/28/2025 -	6/10/2025	6/11/2025	5/6/2025	5/13/2025	7/2/2025	6/5/2025 - 6/18/2025
7	6/11/2025 -	6/24/2025	6/25/2025	5/20/2025	5/27/2025	7/16/2025	6/19/2025 - 7/2/2025
8	6/25/2025 -	7/8/2025	7/9/2025	6/3/2025	6/10/2025	7/30/2025	7/3/2025 - 7/16/2025
9	7/9/2025 -	7/22/2025	7/23/2025	6/17/2025	6/24/2025	8/13/2025	7/17/2025 - 7/30/2025
10	7/23/2025 -	8/5/2025	8/6/2025	7/1/2025	7/8/2025	8/27/2025	7/31/2025 - 8/13/2025
11	8/6/2025 -	8/19/2025	8/20/2025	7/15/2025	7/22/2025	9/10/2025	8/14/2025 - 8/27/2025
12	8/20/2025 -	9/2/2025	9/3/2025	7/29/2025	8/5/2025	9/24/2025	8/28/2025 - 9/10/2025
13	9/3/2025 -	9/16/2025	9/17/2025	8/12/2025	8/19/2025	10/8/2025	9/11/2025 - 9/24/2025
14	9/17/2025 -	9/30/2025	10/1/2025	8/26/2025	9/2/2025	10/22/2025	9/25/2025 - 10/8/2025
15	10/1/2025 -	10/14/2025	10/15/2025	9/9/2025	9/16/2025	11/5/2025	10/9/2025 - 10/22/2025
16	10/15/2025 -	10/28/2025	10/29/2025	9/23/2025	9/30/2025	11/19/2025	10/23/2025 - 11/5/2025
17	10/29/2025 -	11/11/2025	11/12/2025	10/7/2025	10/14/2025	12/3/2025	11/6/2025 - 11/19/2025
18	11/12/2025 -	11/25/2025	11/26/2025	10/21/2025	10/28/2025	12/17/2025	11/20/2025 - 12/3/2025
19	11/26/2025 -	12/9/2025	12/10/2025	11/4/2025	11/11/2025	12/31/2025	12/4/2025 - 12/17/2025
20	12/10/2025 -	12/23/2025	12/24/2025	11/18/2025	11/25/2025	1/14/2026	12/18/2025 - 12/31/2025
21	12/24/2025 -	1/6/2026	1/7/2026	12/2/2025	12/9/2025	1/28/2026	1/1/2026 - 1/14/2026
22	1/7/2026 -	1/20/2026	1/21/2026	12/16/2025	12/23/2025	2/11/2026	1/15/2026 - 1/28/2026
23	1/21/2026 -	2/3/2026	2/4/2026	12/30/2025	1/6/2026	2/25/2026	1/29/2026 - 2/11/2026
24	2/4/2026 -	2/17/2026	2/18/2026	1/13/2026	1/20/2026	3/11/2026	2/12/2026 - 2/25/2026
25	2/18/2026 -	3/3/2026	3/4/2026	1/27/2026	2/3/2026	3/25/2026	2/26/2026 - 3/11/2026
26	3/4/2026 -	3/17/2026	3/18/2026	2/10/2026	2/17/2026	4/8/2026	3/12/2026 - 3/25/2026

***Time Sheets are due in Payroll by noon on this day.**

**** Fully Completed Appointment packets are due in Human Resources on this day:**

Personal Action Form (PAF) submitted via HRETS, I-9 form complete
with copies of acceptable ID documents, W4's, IT-2104 if needed an Extra Service Voucher,
Dual Employment Forms and/or any supporting documentation.

For Assistance call:

Human Resources: Ext. 6090

Robin Farrell, Payroll Manager: Ext. 6096

Paula Rankine, Manager, Human Resources Information Systems: Extension 6092

Beth Goulal, Payroll Coordinator: Ext. 5905

Susan Ciliberti, Time & Attendance Coordinator: Extension 6057

Noemi Spaziente Benefits Coordinator Ext. 6448